



Fire Safety Plan for Construction, Renovation or Demolition (Small Buildings)

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

Site Address: _____

Building Name/Site Name: _____

Description of Project: _____

General Considerations

- Street address of the site is to be posted and clearly visible at all times
- Site orientation including the muster point location for all personnel/workers to be accounted for
- A warning system will be in place at all sites to warn of potential threats and facilitate evacuation
- A method of notifying the fire department, or other emergency agency shall be available at all times
- Access to fire hydrants and buildings for fire apparatus must be maintained
- Fire extinguishers (serviced within the last 12 months) will be available at all times at every site while workers are present

Hazards Control

- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles (general site housekeeping)
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings
- Smoking shall not be permitted in areas where conditions are hazardous, or potential of ignition exists

Afterhours/Emergency Contact Personnel

FIRE/POLICE/AMBULANCE: **9-1-1**

Title/Position	Contact Name	Phone Number (24-HR)
Site Superintendent		
Site Project Manager		

This plan is designed in conformance with Section 2.8.2 of the *National Fire Code – 2019 Alberta Edition*, and on signature, becomes an agreement between the building owner/contractor and the Fire Department.

Building Owner/Contractor Signature: _____ Date: _____



Small Buildings
CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE
EVACUATION PLAN
 Post on construction site

Address: _____

Emergency Contact person/ phone number: _____

Muster Point: _____

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately
- Close all doors behind you, turn off equipment if safe to do so
- Notify occupants verbally or sound horn or activate fire alarm system
- Call the Fire Department **9-1-1** (from a safe location)
- Use nearest exit, do not use man lifts or elevators
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point

Upon Hearing of a Fire Condition:

- Turn off equipment
- Use nearest exit, do not use man lifts
- Close doors behind you where practical
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so
- Designates must account for all people expected to be on site

Emergency Numbers

Fire, Rescue, Dangerous Goods, Ambulance, Police: **9-1-1**

Contact	EMERGENCY Phone Number	NON-Emergency Number
Water Utility Company		
Electricity Utility Company		
Gas Utility Company		