

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 Subsection 2.8.2 of the *National Fire Code – 2023 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
Water Utility Company		
Electricity Utility Company		
Gas Utility Company		