



Office Use Only

Entered in FDM: _____

Approval: _____

(Date and Initials)

City of Fort Saskatchewan Fire Department
Return Fire Plan to: The Planning and Development Department

Small Buildings
CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE
EVACUATION PLAN
Post on Construction Site

Estimated Start and End Date: _____

Job Type: Construction (new / addition) Demolition Renovation

Job Description: _____

Civic Address: _____

Legal Land Description:

Plan _____ Block _____ Lot _____

Applicant Name: _____

Applicant phone number: _____

Applicant email address: _____

Emergency Contact person/phone number: _____

Muster Point: _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per Alberta Fire Code 2006 Sentence 5.6.1.2.

*Adjacent Property Protection product used: _____

(eg exterior fire retardant sheeting, fire retardant tarps.)

*Not applicable to internal residential renovations

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, Ambulance, RCMP 9-1-1

POWER (Fortis): 780-310-9473

WATER: 780-992-6248 (Mon–Fri 8am to 4:30pm) / 780-439-7574 (After Hours)

GAS (ATCO): 780-420-5585

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites. Most issues at construction sites can be dealt with using simple precautions.

Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.

Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.

Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.

Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.

Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED**.

Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.

If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information call: 780 998-4858

I have read and understand the requirements of the fire plan,

Name (print): _____ **Signature:** _____ **Date:** _____