



Construction Fire Safety Plan Guidelines

Below are the guidelines for all projects requiring a Construction Fire Safety Plan (CFSP). The CFSP shall meet the BC Fire Code regulations. The CFSP shall be “**SITE & BUILDING SPECIFIC**”. All unrelated information shall be removed. Fire safety plans will only be accepted by qualified service providers only.

GENERAL GUIDELINES

- Include a cover page with the date, name and address of the property.
- Upon review and acceptance Port Moody Fire Rescue will issue a letter or an email of acceptance. This letter / email shall be inserted in the front of the CSFP Binder.
- CFSP shall **only be submitted electronically** in one complete unsecured PDF.

COMMENTARY

Construction fire safety plans shall be developed in accordance with Section 5.6 of the BC Fire Code and good engineering practice. The following additional information may be helpful when preparing and designing a fire safety plan for construction activities:

- Fire Safety Planning for Construction and Demolition Sites – BC Ministry of Justice, EMBC, April 9, 2013
- Fire Safety During Construction for Five and Six Storey Wood Buildings in Ontario, Ontario Ministry of Municipal Affairs, May 2016
- NFPA 241, Standard for Safeguarding Construction, Alteration and Demolition Operations
- Surrey Fire Service, Construction Fire safety Plan Bulletin, January 2013
- Protection of Adjacent Building, Standata Fire Code Interpretation, Government of Alberta, July 2009

The plan shall address the protection of adjacent buildings during construction. The spread of fire from one building to another within the same site and across property lines shall be considered and mitigation plans shall be developed and included in the CFSP. It is recommended that owners obtain the services of a qualified fire protection engineer to address this concept in the fire safety planning process.

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CONTENT & LAYOUT

Content shall be site and building specific. Do not include information that is not relevant to the project. Typical information that should be included under each part of the plan is listed below.

TABLE OF CONTENTS – Include a table of contents.

FIRE DEPARTMENT INFORMATION

- APPOINTMENT OF THE SUPERVISORY STAFF - Fire Safety & Deputy Fire Safety Director
- EMERGENCY CONTACTS – Project manager, superintendent and security contact information
- BUILDING DESCRIPTION - Year of construction, type of construction, occupancy, etc.
- ELECTRICAL DISCONNECT LOCATION
- EXITING - All stairways shall be numbered or designated by numeric, alphabetical and or by the compass direction.
- FIRE DEPARTMENT ACCESS ROUTES - Primary / secondary.
- FIRE DEPARTMENT CONNECTION - Describe what the FDC serves.
- FIRE HYDRANT LOCATIONS - Public/ private.
- GAS SHUT-OFF LOCATION
- HAZARDS - All hazards shall be identified. If the hazard has a UN # it shall be included with the hazard. Storage and management of all hazards including compressed gases and flammable / combustible liquids.
- SPRINKLER SYSTEM DESCRIPTION / LOCATION
- STANDPIPE & HOSE SYSTEM DESCRIPTION / LOCATION
- WATER SHUT-OFF LOCATION

SITE PLAN - All drawings shall be 11 X 17 inch coloured drawings in landscape format. Indicate locations of: fire hydrant, fire department access route, access gates, fire department connections, first-aid station, crane base, fencing, etc.

FLOOR PLANS - All drawings shall be 11 X 17 inch coloured drawings in landscape format. Indicate locations of: fire extinguishers, standpipe & hose connections, fire warning devices, etc.

PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN - As per BC Fire Code Div B, Part 2, Section 5.6, meet requirements of the BC Fire Code.

PART 2 – FIRE SAFETY DIRECTOR & DEPUTY FIRE SAFETY DIRECTOR RESPONSIBILITIES

- Shall be site specific and include the training of supervisory staff and fire drills.
- Protection of adjacent buildings. This may include a referenced report from a qualified professional.
- Security and hoarding of site.
- Access route for fire-fighting.
- Standpipe & hose systems.
- Hot works requirements including permits.
- Temporary heating equipment safety.
- Control of ignition sources.
- Protection during system impairments and fire watch.

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PART 3 – INSTRUCTIONS TO OCCUPANTS - Shall be site specific and include sounding of fire warning devices, notifying the fire department, evacuating occupants, confining & controlling fires, location of muster points, etc.

PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT - Fire extinguishers, fire department access routes, fire hydrants, etc.

PART 5 –CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS - Fire extinguishers, fire department access routes, fire hydrants, etc.

PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING - BC Fire Code Div C, Part 2, Section 2.2 *it is the owner or authorized agent who is responsible to carry out the provisions of the BC Fire Code.*

PART 7 – DEFINITIONS - Shall be site specific

APPENDICES – Shall include any special information pertaining to the site and building. Examples include:

- The storage methods for commodities and dangerous goods.
- Fire separations for partly occupied buildings.
- Referenced reports.