



FIRE SAFETY PLAN (FSP) SITE SPECIFIC CHECKLIST

Okotoks Fire & Rescue (OFR)



1. Emergency Checklist to be used in the Event of an Emergency:

- ☐ Sounding of the Fire Alarm (horn). Indicate the designate and a backup person.
- ☐ Call 9-1-1. Indicate the designate and a back up person.
- ☐ Instruction for Site Personnel to follow when an alarm is sounded
- ☐ Exit routes clearly identified within the Site and/or from floors
- ☐ Designated gathering location, off-site
- ☐ List of personnel on site, updated and current (you should know who is on-site)
- ☐ Person assigned to meet the fire department and give information
 - Location of incident & if everybody on-site is accounted for
- ☐ Assigned Site Fire Warden(s), various trades represented
- ☐ Directions and training on confining or controlling the fire
- ☐ Shall be updated as the Construction Site progresses

2. Training of Site Personnel on Evacuation Checklist(s) Including:

- ☐ Site Orientation
- ☐ Regular site Fire Safety Meetings incorporated into regular Safety Meetings
- ☐ Simulated Fire Drills as applicable and warranted

3. Assigned Site Personnel Responsible for Fire Safety Duties such as:

- ☐ Control of combustibles on the site and around the buildings
- ☐ General site house keeping
- ☐ Removal of excess garbage material on a regular basis
- ☐ Maintain separation of combustibles from open flame devices
- ☐ Maintain clear unobstructed access for OFR apparatus and to hydrants
- ☐ Maintaining and operation of at least one exit from every floor
- ☐ Separation of access routes from materials stored on-site, combustibles, etc.
- ☐ Parking of vehicles or delivery trucks, directed so as not to obstruct OFR access to the site and buildings. (Off-site parking and storage may be considered)

4. Firefighting Services – Standpipes, Siamese, Hydrants, Temporary Access Route:

- ☐ The Site identified with signage and address legible at all times from the street
- ☐ Site address and floor number posted on every floor in every Exit Stairwell
- ☐ Access to the building – listing primary and secondary access points
- ☐ All weather road prior to construction start-up, finished and support 38,500 kg.
- ☐ Hydrants, standpipes, sprinklers and Siamese connections installed, tested and activated at start of construction. Identified and accessible at all times. Maintain 2 meters access around hydrants. Provide drawings showing location of fire fighting systems. Standpipes
- ☐ installed progressively, not more than the floor below the floor under construction

5. Fire Extinguishers:

- ☐ Sufficient numbers on site
- ☐ Up to date, serviced within the last year
- ☐ At or near gas or propane fuel operated equipment
- ☐ Mounted, with proper signage, at exit locations or required travel distance on site
- ☐ Adjacent to any Hot Works operations – cutting torch, welding or torching

6. Hot Works/Hot Surfacing Operations:

- ☐ Hot Works/Hot Surfacing Safety Plan shall be submitted to AHJ and accepted prior to work

7. Flammable and Combustible Storage:

- ☐ Storage area separated from combustible material by 3 meters
- ☐ Storage area locked and vented
- ☐ Storage area protected from vehicular/ industrial motorized traffic
- ☐ Portable pressurized cylinders secured when not in use
- ☐ Area shall have proper signage or place cards in place
- ☐ A current / updated list of dangerous goods on-site
- ☐ A portable extinguisher in close proximity to storage and work areas
- ☐ Storage area away from egress and access routes on the site



8. Site Security:

- ☐ 24/7 security on site, site lit at night, gate locked, nightly rounds
- ☐ Strongly constructed fence not less than 1.8 meters high, around entire site. Maintained and in place until completion of work.
- ☐ Gates closed and locked when site unattended
- ☐ Fire department access shall be maintained

9. Contact Personnel:

- ☐ Ensure there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations

10. Smoking:

- ☐ Smoking in a designated area only
- ☐ Located not less than 5 meters from the building or any part of the building
- ☐ Located not less than 5 meters from any combustible storage or refuse
- ☐ Area clearly identified with signage
- ☐ Area provided with safe receptacles

11. Disposal of Combustible Refuse:

- ☐ Garbage containers emptied daily or maintain a minimum of 3 meters between combustible refuse and exits
- ☐ Disposal chutes shall:
 - Be of non-combustible material, or;
 - Terminate not less than 2 meters above disposal bin they serve

It is the sole responsibility of the Owner or their representative(s) to be aware of all regulations within the jurisdiction (Town of Okotoks) and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

Code

References are to the National Fire Code - 2023 Alberta Edition (NFC(AE)) or to the National Building Code - 2023 Alberta Edition (NBC(AE)). Complete requirements can be found in the applicable sections of the NFC(AE) and ANC(AE) and should be consulted by the owner or their representative.

ANFC(AE) Division C, Article 2.2.1.1. (Responsibility), Sentence (1):Unless otherwise specified, the owner or the owner’s authorized agent shall be responsible for carrying out the provisions of this Code.

Contact 403-938-4066 for further information or assistance.