



# Fire Safety Plan

**CONSTRUCTION | DEMOLITION | RENOVATION**

The *British Columbia Building Code 2024, Division B, Section 8.1* makes reference to the *British Columbia Fire Code (BCFC) 2024, Division B, Section 5.6*, which applies to buildings, parts of buildings, and associated areas undergoing construction or demolition operations, including renovations. This plan shall be submitted to, and reviewed by, the Merritt Fire Department prior to the commencement of operations.

|                   |  |
|-------------------|--|
| PROJECT #         |  |
| PROJECT NAME      |  |
| BUILDING PERMIT # |  |
| BUILDING ADDRESS  |  |
| BUILDING OWNER    |  |
| PHONE NUMBER      |  |
| EMAIL             |  |
| CONTRACTOR        |  |
| CONTACT PERSON    |  |
| PHONE NUMBER      |  |
| EMAIL             |  |

The owner, or owner's authorized agent, is responsible for carrying out the provisions of the BCFC, which includes establishing a worksite fire safety plan to ensure that:

**PLEASE CHECK ALL APPLICABLE BOXES**

- ☐ Fire hazards will be controlled.
- ☐ Emergency responders will be notified for an emergency.
- ☐ Emergency responders will not be delayed in carrying out their duties.
- ☐ Firefighting operations will be managed effectively without delay.
- ☐ Designated supervisory staff will be appointed and organized to respond to fire emergencies and to alert all site staff.
- ☐ Instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems will be established.
- ☐ Building facilities, systems equipment, and devices will be properly inspected and maintained.

**PLEASE COMPLETE THE FOLLOWING:****1. EMERGENCY PROCEDURES AND INFORMATION NEEDED TO PLAN FOR AN EMERGENCY**

- ☐ Are instructions given to site personnel on the procedures to follow when an alarm is sounded?
- ☐ A Fire Warning system shall be provided to alert the site personnel of a fire and shall be capable of being heard throughout the building. (ex. Air Horn)
- ☐ Are Exit routes clearly visible within the site and on all floors and at least one exit is accessible and usable at all times?
- ☐ In buildings being demolished, at least one stairway shall be maintained in usable condition at all times.
- ☐ Is the muster point (meeting place) known by all site personnel?
- ☐ Is there a list of on-site personnel?
- ☐ Are there assigned personnel to meet the fire department to give the location of fire or injury?
- ☐ Are there site fire wardens?
- ☐ Are there personnel directed and trained to confine or control a small fire?

|                                          |  |
|------------------------------------------|--|
| RESPONSIBLE DESIGNATE<br>FOR FIRE SAFETY |  |
| PHONE NUMBER                             |  |
| ALTERNATE                                |  |
| PHONE NUMBER                             |  |

**2. TRAINING OF SITE PERSONNEL ON EVACUATION PROCEDURES**

- ☐ Is site orientation provided?
- ☐ Are regular fire safety meetings part of the regular safety meetings?

**3. ASSIGNED SITE PERSONNEL MUST BE RESPONSIBLE TO INSTALL AND MAINTAIN FIRE SAFETY DUTIES**

- ☐ Controlling combustibles on the site and around the buildings.
- ☐ General site housekeeping.
- ☐ Remove excess pallets, garbage/waste material and other combustibles on a regular basis.
- ☐ Maintaining unobstructed access routes for fire department apparatus and to fire hydrants.
- ☐ Designating and maintaining at least one exit on every floor.
- ☐ Signs shall identify areas where no smoking is permitted.
- ☐ Parking vehicles and delivery trucks shall not obstruct fire department access to the site and adjacent buildings.

**4. FIREFIGHTING SERVICES: HYDRANTS, SIAMESE CONNECTION, SPRINKLER, ACCESS ROUTES**

- ☐ Are hydrants installed, tested, numbered and activated prior to the start of construction?
- ☐ Has the new hydrant information been submitted to the City of Merritt?
- ☐ Are firefighter access routes to the building provided?
- ☐ Where standpipes are required to be installed, in a building under construction, the system shall be installed progressively, in conformance with the BC Fire Code. The standpipe shall not be more than one floor below the highest forms.
- ☐ Are firefighting services (standpipes, hydrants) maintained and accessible?
- ☐ Is the site address sign visible from the street?

**5. FIRE EXTINGUISHERS**

- ☐ Is there sufficient quantity and type on-site?  
2-A: 30-B:C on moveable equipment and 4-A: 40-B:C in all other locations.
- ☐ Have they been serviced in the last year?
- ☐ Are they provided at or near fueling equipment?
- ☐ Are they mounted with proper signage at exit locations within the required travel distance (one per floor and within 75 feet)?

**6. HOT WORKS OPERATIONS**

- ☐ Is the area clear of flammable and combustible materials?
- ☐ Is a fire watch assigned during a hot works operation and for 60 minutes after its completion?
- ☐ Is there a final inspection of the hot works area 4 hours after completion?
- ☐ Is the work being done by a trained professional?
- ☐ Is the appropriate fire extinguisher present at all times?
- ☐ Is proper ventilation provided?
- ☐ Are the hot tar pots on-site complete with fire extinguishers, trained personnel and located away from combustible material?

**7. FLAMMABLE AND COMBUSTIBLE STORAGE**

- ☐ Are flammable and combustible liquids properly stored, handled and used in and around the building?
- ☐ Are the propane cylinders not connected for use stored and secured outside the building at all times?
- ☐ Are non-petroleum based compressed gases properly stored, handled and used in and around the building?
- ☐ Is the storage separated from combustible material by 3 meters, locked and vented, protected from vehicular traffic and away from site egress routes?

**8. SECURITY (IF REQUIRED)**

- ☐ What kind of on-site security is provided? (locked gate, guard, etc.)  
\_\_\_\_\_
- ☐ Contact information for security: \_\_\_\_\_
- ☐ Will the site be accessible for 24 hours per day for the fire department?
- ☐ Do the security personnel have knowledge of their role in the site safety plan?

**9. BUILDING DIAGRAM**

- ☐ Site diagram provided to the fire department and available on-site to include:
  - a. Muster point
  - b. Hydrant location(s)
  - c. Fire protection location
  - d. Exit paths
  - e. Service rooms
  - f. Plans for each floor area

**10. BUILDING SERVICES SHUT-OFF, TANK REMOVAL AND FIRE SEPARATIONS FOR DEMOLITION SITES**

- ☐ Gas and fuel lines shall be shut off and capped.
- ☐ Temporary electrical installations shall be installed in conformance with the BC Safety Standards Act and pursuant regulations.