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FIRE SAFETY PLAN FOR CONSTRUCTION, DEMOLITION AND RENOVATION

The British Columbia Building Code 2012, Division B, Section 8.1 makes reference to the British Columbia Fire Code (BCFC) 2012, 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 Kelowna Fire Department prior to the commencement of operations.

Project #:	
Project Name:	
Project Address:	
Building Permit #:	
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 work site fire safety plan to ensure that:

- ☐ 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.

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- ☐ 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

Designate responsible for Fire Safety:	
Phone Number:	
Alternate:	
Phone Number:	

- ☐ Is instruction given to site personnel on the procedure to follow when an alarm is sounded?
- ☐ A Fire Warning system (air horn) shall be provided to alert site personnel of a fire and shall be capable of being heard throughout the building.
- ☐ 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 location of fire or injury?
- ☐ Are there site fire wardens (ensuring various trades are represented)?
- ☐ Are there personnel directed and trained to confine or control a small fire?

2. Training of site personnel on evacuation procedures

- ☐ Is site orientation provided?
- ☐ Are regular site fire safety meetings a 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.
- ☐ Removing 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 from every floor.
- ☐ Parking vehicles or delivery trucks shall not obstruct fire department access to the site and adjacent buildings.
- ☐ Signs shall identify areas where no smoking is permitted.

4. Firefighting services – Hydrants, Siamese Connection, Sprinkler, Access Route:

- ☐ Are hydrants installed, tested, numbered and activated prior to the start of construction?
- ☐ Has the new hydrant information been submitted to the City of Kelowna?
- ☐ 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 Building Code. The standpipe shall not be more than one floor below the highest forms.
- ☐ Where the building being demolished floor by floor is equipped with a standpipe system, together with the fire department connections and valves shall be maintained in operable condition on all stories below the one being demolished, except for the storey immediately below it.
- ☐ Are firefighting service (standpipes, hydrants) maintained and accessible?
- ☐ Do drawings provided to the fire department show location of firefighting systems as they become operational?
- ☐ 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 fuel 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 performed by trained personnel?
- ☐ 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 materials?

7. Flammable and Combustible Storage:

- ☐ Are flammable and combustible liquids properly stored, handled and used in and around the building?
- ☐ Are 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 metres, locked and vented, protected from vehicular traffic and away from site egress routes?
- ☐ Do the containers have proper signage/placards?
- ☐ Is there an updated list of dangerous goods (MSDS) as per WHIMIS?

8. Electrical Installations and Petroleum Gasses:

- ☐ Do the electrical installations, storage and use of petroleum gases comply with the requirements of the Safety Standards Act and pursuant regulation?

9. Security:

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

10. Building Diagram:

- ☐ Site diagram provided to fire department and available on-site to include:

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- a. Muster point
- b. Hydrant location(s)
- c. Fire protection location
- d. Exit paths
- e. Service rooms
- f. Plans for each floor area

11. Building Service 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.
- ☐ Removal of any piping, tanks or reservoirs shall meet the requirements of the BC Fire Code, applicable Environmental regulations and a permit shall be obtained through the Kelowna Fire Department as per the Fire and Life Safety Bylaw 10760.
- ☐ Where part of a building continues to be occupied, the occupied part shall be separated from the part being demolished or constructed by a fire separation having a fire resistance rating of not less than 1 hour.