

# WEST VANCOUVER FIRE & RESCUE SERVICES

760-16<sup>TH</sup> STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: [firedepartment@westvancouver.ca](mailto:firedepartment@westvancouver.ca)



## GUIDELINES CONSTRUCTION FIRE SAFETY PLAN (C-FSP)

A Construction Fire Safety Plan (C-FSP) is required prior to the commencement of construction, alteration or demolition as per the BC Fire Code (BCFC) Sections 2.8 and 5.6, the BC Building Code (BCBC) and DWV Fire Protection and Emergency Response Bylaw No. 4366, 2004.

### OCCUPANCIES REQUIRING A C-FSP IN WEST VANCOUVER:

- Residential occupancies greater than a triplex
- Part 3 single family dwellings
- New commercial occupancies
- New multi residential occupancies
- Any base building work on multi residential or commercial occupancies
- And new Group F or demolition Group F (Industrial Occupancy)

A professionally prepared report in compliance with Article 5.6.1.2 of the B.C. Fire Code 2018 must accompany your submission, and will form an appendix to the C-FSP. Mitigation measures must be in place before construction begins above grade (or as noted in the report). A C-FSP is considered to be a living document which may be required to be revised and/or updated over the course of the project.

Once approved, copies of the C-FSP will be kept by the Fire Department and one copy will be posted in the site construction office. The plan shall be **SITE SPECIFIC** and may be phased depending on your construction project, i.e. demolition, excavation and shoring. C-FSP's may be reviewed at any time by the authority having jurisdiction. As construction progresses, the plan must be periodically updated. This shall be done by the General Contractor as representative of the owner and in consultation with the fire department.

### CONSTRUCTION FIRE SAFETY PLAN GENERAL GUIDELINES

- Be a standard 8.5" x 11", 3 ring binder
- Construction Fire Safety Plan binder will be red in colour and the wording 'CONSTRUCTION FIRE SAFETY PLAN' on the front and spine of the binder in white lettering
- Site address is to be displayed in large font on the front of the binder
- Include a cover page with the name, address and coloured pictures of the site and key features
- Upon review and acceptance, West Vancouver Fire & Rescue will issue a letter or email of approval (this approval letter/email shall be placed in the front of the Construction Fire Safety Plan binder)

### FORMAT & TEXT

- All drawings, forms, checklists and reports shall be single sided
- All text shall be in Arial font, minimum font size of 12pt throughout the Construction Fire Safety Plan
- Headings: Font size shall be a minimum of 14pt throughout the Construction Fire Safety Plan

### DRAWING SYMBOLS

- Refer to DWV's Fire Safety Plan & Pre-Incident Plan Drawing Symbols Examples

### DRAWINGS

- Refer to DWV's Fire Safety Plan & Pre-Incident Plan Drawing Requirements
- 11" x 17", coloured, landscape format single sided
- Refer to DWV's Fire Safety Plan & Pre-Incident Plan Drawing Requirements Symbols Examples

Site Plan drawings to include:

- Fire hydrants/FD connections to standpipes or sprinklers
- Site access routes/driveways
- Site trailer/Safety office/emergency stations
- Electrical/Gas services locations/shutoffs
- Hoarding and fencing
- Propane and flammable/combustibles storage locations
- Crane, including radius of operation

# WEST VANCOUVER FIRE & RESCUE SERVICES

760-16<sup>TH</sup> STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: [firedepartment@westvancouver.ca](mailto:firedepartment@westvancouver.ca)



- Shipping container locations
- Muster Point(s)

Floor Plans to include:

- Exit paths/stairs
- Standpipe locations
- Isolation valves
- Location of fire protection equipment
- Building services

## CONSTRUCTION FIRE SAFETY PLAN BINDER CONTENT

All Construction Fire Safety Plan Binders are to be site / building specific.

- Table of Contents
- Fire Department Information
- Part 1: Introduction
- Part 2: Scope and Purpose
- Part 3: Fire Safety Director's and Deputies
- Part 4: Emergency Procedures in Case of Fire
- Part 5: General Workplace Safety Rules
- Part 6: Fire Prevention Guidelines
- Part 7: Hot Works
- Appendix:

# WEST VANCOUVER FIRE & RESCUE SERVICES

760-16<sup>TH</sup> STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: [firedepartment@westvancouver.ca](mailto:firedepartment@westvancouver.ca)



CONTENT LAYOUT	TAB FORMAT	CONTENT REQUIRED
TABLE OF CONTENTS	White Background Black Text	
FIRE DEPARTMENT INFORMATION	Red Background Black Text	<b>Detail the following:</b> <ul style="list-style-type: none"> <li>Emergency Contact Telephone Numbers</li> <li>Fire Department Access Route</li> <li>Fire Hydrant Locations</li> <li>Fuel Storage Areas/Shipping Containers (see requirements)</li> <li>Site Office</li> <li>First Aid Station</li> <li>Assembly Area(s)</li> <li>Temporary Electrical Shed</li> <li>Sediment Control Tanks</li> <li>Crane Location(s) Radius</li> <li>Building Information</li> <li>Site Plan &amp; Drawings</li> </ul>
PART 1: INTRODUCTION	White Background Black Text	<ul style="list-style-type: none"> <li>Promotion of Life &amp; Property Safety</li> </ul>
PART 2: SCOPE AND PURPOSE	White Background Black Text	<ul style="list-style-type: none"> <li>Outlines Phases of Construction</li> </ul>
PART 3: FIRE SAFETY DIRECTOR & DEPUTIES	White Background Black Text	<ul style="list-style-type: none"> <li>Contact info and duties/responsibilities</li> </ul>
PART 4: EMERGENCY PROCEDURES IN CASE OF FIRE	White Background Black Text	<b>Detail the following:</b> <ul style="list-style-type: none"> <li>The emergency procedures to be used in the case of fire: <ul style="list-style-type: none"> <li>Sounding the fire alarm</li> <li>Notifying the fire department</li> <li>Instruction of site personnel on emergency procedures</li> <li>Firefighting procedures</li> <li>Evacuation procedures</li> </ul> </li> </ul>
PART 5: GENERAL WORKPLACE SAFETY RULES	White Background Black Text	<ul style="list-style-type: none"> <li>Site rules</li> </ul>
PART 6: FIRE PREVENTION GUIDELINES	White Background Black Text	<b>Detail all measures that will be taken to address the codes including all subsections of the following:</b> <ul style="list-style-type: none"> <li>Access for fire fighting</li> <li>Portable extinguishers</li> <li>Standpipe systems</li> <li>Hot works (B.C. Fire Code 5.2)</li> <li>Clearance to combustible materials</li> <li>Combustible liquid and flammable liquid storage methods</li> <li>Smoking</li> <li>Exits</li> <li>Security</li> <li>Fire Watch (use sample log sheet)</li> <li>Refuse Containers</li> <li>Temporary enclosures (tarp/plastic coverings)</li> <li>Building service shut-off</li> <li>Fuel supply installations</li> </ul>

# WEST VANCOUVER FIRE & RESCUE SERVICES

760-16<sup>TH</sup> STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: [firedepartment@westvancouver.ca](mailto:firedepartment@westvancouver.ca)



CONTENT LAYOUT	TAB FORMAT	CONTENT REQUIRED
<b>PART 6: FIRE PREVENTION GUIDELINES (CONTINUED)</b>	White Background Black Text	<ul style="list-style-type: none"> <li>• Fire separations in partly occupied buildings</li> <li>• Tank, piping and machinery reservoir safety</li> </ul>
<b>PART 7: HOT WORKS</b>	White Background Black Text	<ul style="list-style-type: none"> <li>• Scope/definitions/permits/guidelines</li> </ul>
<b>APPENDIX</b>	White Background Black Text	<p>"Protection of Adjacent Building" report relative to Article 5.6.1.2 of the B.C. Fire Code 2018. <b>Describe in detail</b> measures over and above what has been identified in this Construction Fire Safety Plan that will be incorporated into the construction site safety procedures:</p> <ul style="list-style-type: none"> <li>• To be prepared by a registered professional</li> <li>• Include a risk analysis</li> <li>• Identify neighbouring properties at risk (construction type, life safety systems, distances)</li> <li>• Proposed mitigating measures</li> <li>• Signed and sealed by registered professional</li> </ul> <p><b>The methods identified in this special report to protect adjacent buildings should be identified and implemented at the appropriate stages of construction.</b></p> <p><b>Additional Information and Forms:</b></p> <ul style="list-style-type: none"> <li>• As per your organizational requirements</li> <li>• Copy of DWV's '<b>Shipping Containers-Requirements</b>' document here in C-FSP</li> <li>• Copy of DWV's Hot Works Permit (if required)</li> <li>• Copy of DWV's Fire Watch Patrol Log Sheet (if required)</li> <li>• Copy of DWV's Dangerous Goods/Compressed Gas Permit (if required)</li> </ul>