



City of Lethbridge – Fire and Emergency Services Notice

The following items shall include but be not limited to the following requirements for buildings or parts of buildings undergoing construction, alteration or demolition operations in accordance to the **National Building Code 2019 - Alberta Edition Division B 8.1.2.1.**, they are:

- 1. Provide a Fire Safety Plan** as outlined in the attached form, and the National Fire Code 2019 – Alberta Edition (NFC) Division B 5.6.1.3. Fire Safety Plan.

See the attached Fire Safety Plan Guidelines and submit a Safety Plan to the Lethbridge Fire Prevention Bureau for review and approval prior to above grade construction commencing.

- 2. Provide Access for Firefighting** as outlined in NFC(AE) 5.6.1.4.
 - Unobstructed access to fire hydrants, portable extinguishers and to fire department connections for standpipe and sprinkler systems shall be maintained.
 - Access routes for fire department vehicles shall be provided and maintained to construction and demolition sites. (6 m width & 5 m overhead clearance in all weather)
 - Where a construction or demolition site is fenced so as to prevent general entry, provision shall be made for access by fire department equipment and personnel.
- 3. Provide Keys and Special Devices** as outlined in NFC(AE) 2.8.1.3.
 - Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff or located in fire department key boxes conforming to Article 2.5.1.3.
- 4. Obtain a Tank, Petroleum or Petroleum Byproducts Permit** as outlined in NFC(AE) Part 4.
 - Should a tank be needed for the storage of new or used petroleum within the property, a permit from this office is required prior to installation.

Any further questions or concerns please do not hesitate to contact our office:

**Lethbridge Fire Prevention Bureau
207 - 4th Avenue South
Lethbridge, Alberta T1J 0M8
Phone: (403) 320-3811
Fax: (403) 327-3511
Email: fireprevention@lethbridge.ca**



FIRE SAFETY PLAN GUIDELINE FOR CONSTRUCTION, RENOVATION AND DEMOLITION SITES

National Fire Code 2019 – Alberta Edition (NFC) 5.6.1.1. applies to fire safety for buildings, parts of buildings, facilities, adjacent buildings or facilities, and associated areas undergoing construction, alteration or demolition operations.

NFC 5.6.1.3. (1) The Fire Safety Plan shall be prepared prior to start of construction, demolition or renovation operations.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Lethbridge Fire and Emergency Services – Fire Safety Codes Officer)

Fire Safety Plan should be reviewed and updated as the construction site progresses.

The contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

A Fire Safety Plan should include, but is not limited to the following information:

1. Emergency Procedures to be used IN THE EVENT OF AN EMERGENCY:

- Sounding of the fire alarm (horn). Who is the designate and backup person?
- Notify the fire department (9-1-1). Who is the designate and backup person?
- Instruction for site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site 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.
 - Where is the fire or injury located on site?
 - Is everybody on site accounted for?
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

2. Training of Site Personnel on Evacuation Procedures 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 to Install and Maintain Fire Safety Duties such as:

- Control of combustibles on the site and around the buildings.
- General site housekeeping.
- Removal of excess garbage material on a regular basis.
- Maintain separation of combustibles from open flame devices.
- Maintain clear unobstructed access for fire department 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 fire department access to the site and buildings. (Offsite parking and storage may be considered).

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4. **Fire Fighting Services – Hydrant, Siamese, Sprinkler, Temporary Access Route:**
 - Installed, tested and activated at the start of construction.
 - Maintained and accessible for fire fighters.
 - Access to the building – listing primary and secondary access points.
 - Firefighting services (standpipes, hydrants) are in place, are they accessible.
 - Provide drawings showing location of firefighting systems as they are operational.
 - The site properly addressed and the sign visible and legible to emergency crews.

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 Operations:**
 - The area shall be clear of flammable and combustible materials.
 - Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
 - A final inspection of the hot works area 4 hours after completion.
 - Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
 - Work being performed by trained or certified personnel.
 - A fire extinguisher(s) present at all times.
 - Proper ventilation, as required.
 - Are there hot tar pots on site c/w extinguishers, trained personnel, and located away from combustible materials.

7. **Flammable and Combustible Storage:**
 - Storage area separated from combustible material by 3m.
 - Storage area locked and vented.
 - Storage area protected from vehicular / industrial motorized traffic.
 - Portable pressurized (new or used) cylinders secured when not in use.
 - Area have proper signage or placards in place.
 - A current or 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. **Security:**
 - Is there 24-hour security on site, by locked gate, nightly rounds etc.?

9. **Contact Personnel:**
 - Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations?

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues.

Keeping in mind it is the sole responsibility of the owner or representatives of the owner to be aware of all regulations within the jurisdiction (City of Lethbridge) and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

Contact the Lethbridge Fire Prevention Bureau at (403) 320-3811 or fireprevention@lethbridge.ca for further information, assistance or to arrange a site visit.