



FIRE SAFETY PLAN for SMALL BUILDINGS and RENOVATIONS



POST ON SITE
Date of Submission:
Permit #:
General Contractor (Name and Phone):
Site Address:
Emergency Contact 24/7 Phone:
Muster Point Location:

General considerations:

- A warning system will be in place at all sites to warn of potential threats and facilitate evacuation.
- Each site will have a muster point where workers can be accounted for.
- A method of notifying the fire department or other emergency agency shall be available at all times.
- Fire extinguishers will be available at all times at every site while workers are present.
- Access to fire hydrants and buildings for fire apparatus must be maintained.

Hazard control:

- At the end of each day, combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles.
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works.
- LPG tanks or flammable liquids containers are not allowed within buildings.

Emergency numbers

Call **9-1-1** in an emergency needing fire, ambulance, police, dangerous goods or rescue services.

Power: Fortis Alberta Inc. 310-9473

Gas: Apex Utilities Inc. 1-866-222-2068

Water: Morinville Infrastructure Services (780) 939-2590

☐ =

<p>Contractor/Supervisor: (Print name)_____.</p> <p>I accept the requirements of the Fire Safety Plan as Submitted.</p> <p>Contractor/Supervisor Signature:_____.</p>

Action in the event of a fire

Upon discovery of fire

- Leave fire area immediately.
- Turn off equipment.
- Ensure room doors are closed.
- Notify occupants verbally or sound horn.
- Use nearest exit.
- Call the fire department at **9-1-1** from a safe location.
- Try to extinguish or control the fire if safe to do so.
- Go to mustering point and stay there until instructed otherwise.
- A supervisor must await the arrival of the fire department at access point.

Upon hearing of a fire condition

- Turn off equipment.
- Use nearest exit.
- Ensure room doors are closed.
- Go to mustering point and stay there until instructed otherwise.
- Designates must account for all people expected to be on site.

Authority Having Jurisdiction

Fire Safety Codes Officer (Print name): _____.

Signature: _____.