



## How to provide a Construction-Site Fire Safety Plan (FSP) to Cochrane Fire Services

FSPs can be provided to Cochrane Fire Services for review and acceptance by:

1. Having the FSP ready for upload and review once you apply for your building permit through the Building Authority for the Town of Cochrane
2. Having the completed construction-site fire safety plan ready for review in person at the first construction-site safety inspection by a Fire Safety Codes Officer (SCO). The applicant for a building permit declares that they are aware of the project team's responsibility to have an FSP prepared according to section 5.6 of the NFC(AE).

## How to create a Construction-Site Fire Safety Plan

When creating your FSP for review, please ensure the following is included in accordance with NFC(AE), Div B, 5.6.1.3. A fire safety plan includes:

1. The designation and organization of site personnel that will carry out fire safety duties, where required. (This includes anyone deemed responsible by the general contractor)
2. The emergency procedures to be followed in the event of a fire, including:
  - Initiating a fire warning,
  - Notifying the fire department,
  - Instructing site personnel on the procedures to be followed once the warning has been initiated, and
  - Confining, controlling and extinguishing a fire.
3. Measures for controlling fire hazards (see note\* below) in and around the building.



4. Additionally, NFC(AE), Div B, 2.8.2.1. Measures in a Fire Safety Plan shall also be considered, as it applies to demolition and construction sites regulated under Section 5.6. This suggests that the requirements in Section 5.6 are specific to construction sites alone; however, Section 2.8 also applies and shall be considered in the development of your fire safety plan.
5. A maintenance procedure for firefighting measures is required in conformance with Section 5.6.
6. Additionally, where construction, alteration or demolition operations occur in an existing building, a fire safety plan conforming to Section 2.8. is required and the fire safety plan shall consider the changes occurring to the building.
  - This should involve a collaborative effort with the local building owner(s), operator(s), and occupants to ensure all parties agree with the fire safety plans and their contents
  - Additionally, all parties involved should have a copy of the most recent FSP for reference.
7. A fire safety plan is a living document, meaning it must be updated as your site conditions change. To maintain fire safety requirements, regularly review and revise the FSP to reflect any changes on your construction site. It is your responsibility to ensure that the document remains current and meets all necessary fire safety standards.
8. In addition to maintaining your fire safety plan, there are other requirements, such as [bylaws](#) within the Town of Cochrane which are also your responsibility to follow to ensure full compliance.

**\*Note:** *The control of fire hazards in and around buildings being constructed, renovated or demolished includes fire protection for combustible construction materials and combustible refuse on the site. The size of the piles of material and refuse, and the location of such piles in relation to adjacent buildings, are factors that should be taken into consideration when determining which fire protection measures to implement. The selection of fire protection measures for demolition operations will also depend on the demolition procedure being used, the specific conditions existing on the site, and the firefighting capabilities of the responding fire department.*



*It is the intent of the NFC(AE) that requirements regarding the outdoor storage of materials stated in Section 3.3. Outdoor Storage be referred to and applied at construction and demolition sites.*

Further consideration shall be given to the whole of Section 5.6. Construction and Demolition Sites, which includes requirements for access for firefighting, portable fire extinguishers, standpipe systems, hot surface applications (as an example, hot tar for a flat roof) and more.

### **What to expect from a site safety inspection**

Cochrane Fire Services initiates a construction-site safety inspection based on the perceived risk of the construction or demolition site. A Fire Safety Codes Officer (FSCO) may attend a site at any reasonable hour and will review the FSP. Generally, the FSCO will reach out to the General Contractor or representative to book an initial meeting prior to the commencement of construction, or at the latest, once the building lot has been fenced and building materials arrive. The General Contractor or representative shall have the FSP in place and ready for review in accordance with section 5.6 of the NFC(AE). Where the site is found to be in contravention of the NFC(AE), the owner or constructor will be required to mitigate the deficiencies. In severe cases or where repeated offences are found, the FSCO has the authority to issue a stop work order.

### **Disclaimer**

This guide is intended to provide information, and users are responsible for assessing and determining whether the information is appropriate for their circumstances.

A PDF version of the National Fire Code (Alberta Edition) can be downloaded free of charge [here](#) or from the National Research Council's [website](#).

For more information, please contact Cochrane Fire Prevention at [fire.prevention@cochrane.ca](mailto:fire.prevention@cochrane.ca)