



Fire Safety and Emergency Evacuation Plan For Jasper Heritage Railway Station

607 Connaught Drive

Jasper National Park, Sept 2016

Next Update Due: NOVEMBER, 2017

INTRODUCTION

The Jasper Heritage Railway Emergency Organization consists of approximately 10 members plus their alternates. The Organization's purpose is to protect life by preventing danger and being prepared to react to it. This document describes the duties of all emergency team members and the requirement for the cooperation of each employee.

Despite stringent standards designed to protect us from fire and other emergencies, many hazards develop or are added to the workplace daily. Unnecessary accumulation of combustibles such as boxes and waste paper, wedging or blocking of fire exits, unauthorized use of appliances and extension cords and the presence of suspicious persons or objects are but a few of the life safety threats to which we may be exposed.

It is therefore of the utmost importance that we help to protect one another by taking part in the prevention, detection, reaction and education of life threatening situations. It is a responsibility in which we all must share.

Approved:



Alan Fehr
Field Unit Superintendent, Jasper National Park.



Date



Nicole Cross
Chief Emergency Fire Marshal
for
607 Connaught Drive
Jasper N.P.



Date

EMERGENCY RESPONSE TEAM TELEPHONE NUMBERS

All calls going out of the Station must include the #9 prefix.

Chief Emergency Marshal (CEM)- Nicole Cross.....780-883-0267
Deputy CEM - Dave Kreizenbeck.....780-852-6104
Property Manager (PC Agency) - Astrid Nowak.....780-883-0836

FLOOR EMERGENCY MARSHALS

West main floor & basement:

• **Connie Tiesenhausen**780-883-1028
 • **Sophie Fillion (Alternate)**.....780- 852-6121
 • **Teresa Hill (Alternate)**..... 780-852-6114

West second floor:

• **Greg Deagle** 780-820-2118
 • **Megan Vicente**780-852-6171.
 • **Joseph Zebrowski (Alternate)**.....780 883 0020

East second floor:

• **Astrid Nowak** 780-883-0836
 • **Jenn Danks(Alternate)**..... 780-852-6110

East Basement (Interp Area and storage)

• **Brian Catto**.....780-931-2700
 • **Valerie Domaine**.....780-852-6246

VIA – main floor:

• **Sue McCarthy**.....780-852-5598/5591
 • **Mark Krupski (Alternate)**..... 780-852-5598

Greyhound – main floor:

• **Tristan Palon**..... 780-852-3926

Rocky Mountain Vacations – main floor (summer season only)

Michael McDonald780-852-1966

FIRST AID EMERGENCY MARSHALLS

First Floor:

• **Noriko Stevens**.....780-852-6123

Second Floor:

• **Lisa Gendre** 780-852-6184

Main Lobby:

• **Sue McCarthy**.....780-852-5598
 • **Kirk Buchner**..... 780-852-1966

SECTION 1 - GENERAL INFORMATION

Fire Alarm System

The building is equipped with a single stage alarm system.

Fire Protection Equipment

This building contains the following fire protection equipment:

- Fire Alarm (Single Stage) Audio – Visual;
- Sprinkler System (wet interior) - (dry exterior);
- Heat and Smoke Detectors;
- Emergency Lighting;
- Exit Signs;
- Fire Extinguishers (every floor);
- Radio (Superintendent's office) and cell phones .

Senior Officer (Superintendent)

As the major tenant in the building, Parks Canada is required to prepare and administer the *Fire Safety and Emergency Evacuation Plan*.

Regional/District Office, Human Resources Development Canada, Labour Component (HRDC)

The Regional/District Office of HRDC may review the *Fire Safety and Emergency Evacuation Plan* prior to implementation.

Fire Department's Authority (Fire Chief or Deputy Fire Chief)

The Jasper Fire Department may review and accept the *Fire Safety and Emergency Evacuation Plan* for the building. In the event of a fire alarm, the Fire Department is in charge of the situation immediately upon arrival. The Officer in charge of the responding Fire Department Team shall authorize the re-setting of the fire alarm system and the re-entry of the building occupants.

Fire Department Entrance

The Fire Department will normally go to the Parks Canada Reception desk located on the Main Floor at the West end of the building. They will be met by a member of the Fire Emergency Organization. The Fire Department will be advised of the situation and provided with any assistance they may require.

Training of the Fire Emergency Organization (FEO)

The training of the FEO may consist of:

- Meetings where the members are informed of all fire safety and prevention activities (including inspections, tests, regular maintenance checks on fire safety and prevention equipment); to express any concerns they may have regarding the FEO or Fire Safety and Prevention concerns;
- Viewing various films or video tapes supplied by Human Resources Development, Labour Component on Fire Safety and Prevention;
- Attending courses that may be offered by the Fire Department or by recognized Fire Safety and Prevention companies;
- Participating in organized fire and other emergency evacuation exercises and/or dry runs;
- Participating in evacuation exercises of disabled persons (mobility/visually impaired);
- Participating in Fire Prevention Week;
- Continuously doing a walk- through of their area to become familiar with the people and their safety and prevention equipment on the floor.

Training of New Floor Emergency Marshals (FEM)

New Floor Emergency Marshals will receive a copy of the *Fire Safety and Emergency Evacuation Plan* along with any fire safety and prevention hand-outs (e.g. extinguisher use, fire orders, duties and responsibilities, etc.). Their names will be added to the list of Building Fire Emergency Marshals.

Marshal Meetings

At least once a year, as outlined in the Regulations Respecting Occupational Health and Safety Made Under Part II of the Canada Labour Code, Section 17.10, meetings will be held involving the Building Emergency Organization as part of an on-going training/educational program to keep the organization up to date and informed of all fire safety and prevention activities within the building.

Agenda items may consist of the following:

- Reviewing previous minutes;
- Updating FEM's on Fire Safety and Prevention activities, including inspections, tests, maintenance checks, etc;
- Updating lists of FEM's and disabled (mobility-impaired) persons;
- Reviewing the Fire Safety and Emergency Evacuation Plan for the building;
- Listening to guest speakers involved in Fire Safety and Fire Prevention;
- Participating in question and answer session at the end of each meeting; and
- Any other training or information that may benefit the Fire Emergency Organization.

SECTION 3 – EMERGENCY ORGANIZATION AND RESPONSIBILITIES

RESPONSIBLE BUILDING AUTHORITY (RBA)

The Superintendent of Jasper National Park as the Senior Officer with the largest number of employees in the Jasper Heritage Railway Station Building, is the Responsible Building Authority.

Responsibilities:

- ❑ To ensure that all the requirements of the Canada Occupation Safety and Health Regulations and other codes, regulations and standards pertaining to fire and other emergencies are met;
- ❑ To appoint a Chief Emergency Marshal for the building; and
- ❑ To secure the approval of the emergency procedures and *Fire Safety and Emergency Evacuation Plan* from the Safety and Health Committees, the employers in the building (as appropriate), the Municipal Fire Department and Human Resources Development, Labour Component.

CHIEF EMERGENCY MARSHAL (CEM)

Responsibilities:

- ❑ Prepare, implement and administer the emergency procedures and evacuation plan for the building, as approved by the RBA, Fire Department and HRDC;
- ❑ Establish, maintain and administer the Emergency Organization;
- ❑ Organize and administer evacuation drills and other emergency exercises as required;
- ❑ Report in writing to the Property Manager when others are to assume the duties of either the Chief or the Deputy Chief Emergency Marshal;
- ❑ Report all incidents of fire, false alarms and any other evacuations to the Regional/District Office of HRDC;
- ❑ Provides monitors for disabled (mobility/visually impaired) persons, in consultation with the disabled person;
- ❑ Arrange and conduct training sessions and meetings for Floor Emergency Marshals and other Emergency Team members; and
- ❑ Maintain up-to-date documentation in the Reception area, including a list of disabled (mobility/visually impaired) persons and their location and a complete set of emergency orders.

During an alarm the CEM assumes FULL AUTHORITY for and control of the Fire Emergency Organization and ALL building occupants until the Fire Department arrives.

Duties In Case of Alarm (Evacuation and Alert Signals):

- ❑ Report in person to the designated location -Reception area- to receive any messages and give direction as required;
- ❑ Meet the Fire Department at the designated location and provide the status of the evacuation check list at Reception; and
- ❑ Advise the Fire Department of the number of mobility/visually impaired persons and description of impairment as reported from each floor.

- Fire- fighting equipment inoperative or obstructed; and
- Obvious fire hazards such as accumulation of combustibles, oily rags, defective or temporary electric wiring.

NOTE: Faulty conditions on floor areas should also be reported to the Chief Emergency Marshal.

Duties in Case of Alarm:

- ☐ Assist to ensure that exit routes are clear;
- ☐ Assist to ensure that exit traffic flows and does not become congested;
- ☐ Deny access to the building to ALL persons except emergency workers until advised otherwise by the Fire Department or the Chief Emergency Marshal;
- ☐ Carry out orders given by the Fire Department or Chief Emergency Marshal; and
- ☐ Recommend that elevator not be used until Fire Chief gives the okay.

FIRST AID EMERGENCY MARSHALS

First Aid Marshals are appointed by the CEM and must be persons having valid up-to-date First Aid Certificates.

The first aid kits are located on the upper floor by the coffee room, and inside the Realty filing area on the main floor.

Duties in Case of Alarm:

- ☐ Administer first-aid if required and arrange for additional first-aiders if necessary by calling Dispatch; and
- ☐ Notify Dispatch if an ambulance is required and make arrangements to summon the ambulance to the appropriate location.

Duties in Case of Alarm:

- ❑ Direct employees to designated fire exits;
- ❑ When a disabled (mobility/visually impaired) person is present when a fire alarm sounds, a deputy will be assigned to report the status of the individual to the Floor Emergency Marshal. The Deputy will remain to assist the monitors in evacuating the disabled (mobility/visually impaired) person;
- ❑ **DO NOT operate the elevator unless the Municipal Fire Chief specifically authorizes this;**
- ❑ Report to the Control Centre (Reception), using an emergency telephone, or radio when mobility/visually impaired persons are at an evacuation point;
- ❑ Persons requiring medical assistance should be accompanied by two (2) monitors.
- ❑ Upon completion of the main evacuation flow, Fire Emergency Marshals must check ALL rooms, closets and washrooms to make sure that the building has been completely evacuated closing fire and smoke doors where possible; and
- ❑ Once the building has been completely evacuated, all Floor Marshals will report to the front of the Reception area and report the building area "CLEARED" in person to the CEM. Emergency Marshals will then proceed to their mustering station.

MONITORS FOR DISABLED (MOBILITY/VISUALLY IMPAIRED) PERSONS

The CEM provides these monitors in consultation with the disabled (mobility/visually impaired) person. Monitors should meet the following criteria:

- They should be physically capable;
- They should have no disability of their own (e.g. heart condition, epilepsy, asthma etc.);
- Monitor(s) should work the same hours as the disabled person; and
- They should work in the same area or close enough so that they can respond quickly.

Responsibilities:

- ❑ Inform CEM of employees that are temporarily in a compromised physical state that impairs their ability to evacuate the building in a normal time (e.g. wearing a cast or on crutches, eye patch, etc.). With few exceptions, such persons require a minimum of two (2) monitors;
- ❑ When the Evacuation Signal sounds, monitors must proceed with their mobility/visually impaired person to an evacuation point outside the building; and
- ❑ **The Floor Emergency Marshal must report to the Control Centre (Reception) using the emergency telephone or radio when mobility/visually impaired persons are at an evacuation point.**

MUSTERING STATIONS ARE AS FOLLOWS:

Depending on prevailing wind direction:

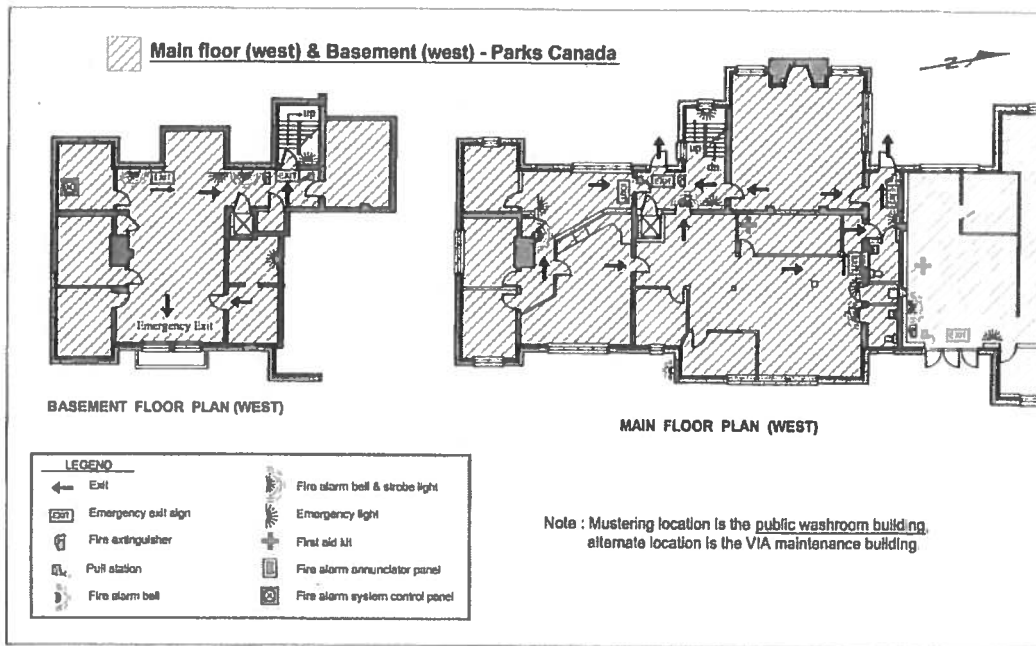
- The East location is the cement observation patio adjacent to the Totem Pole on Connaught Drive; and
- The West location is the sidewalk adjacent to the Old Steam Locomotive.

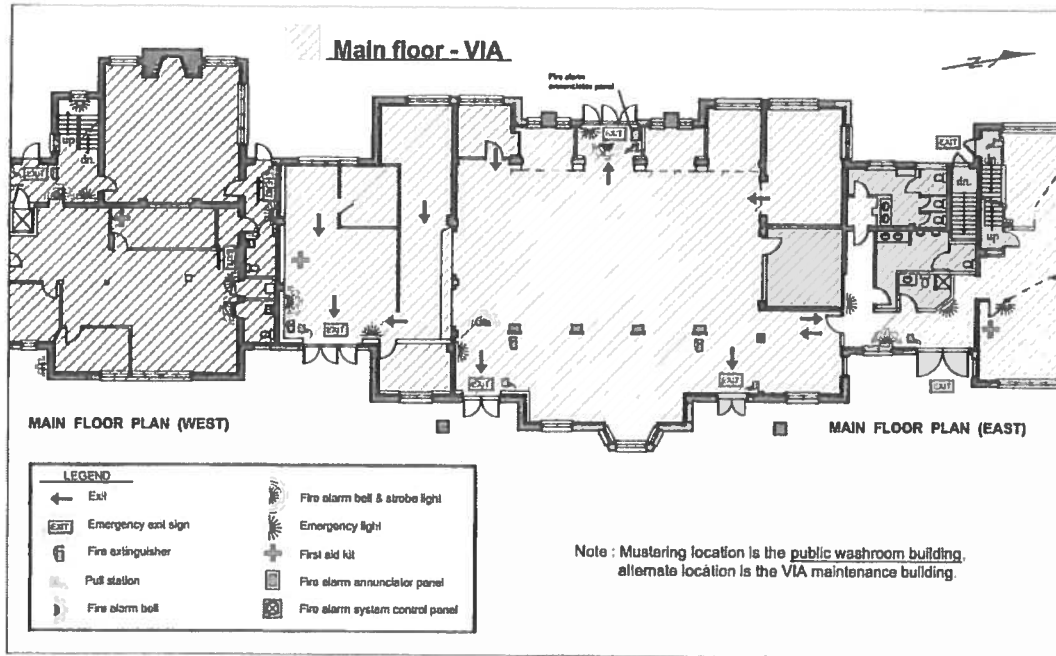
SECTION 6 – DRILL LOG

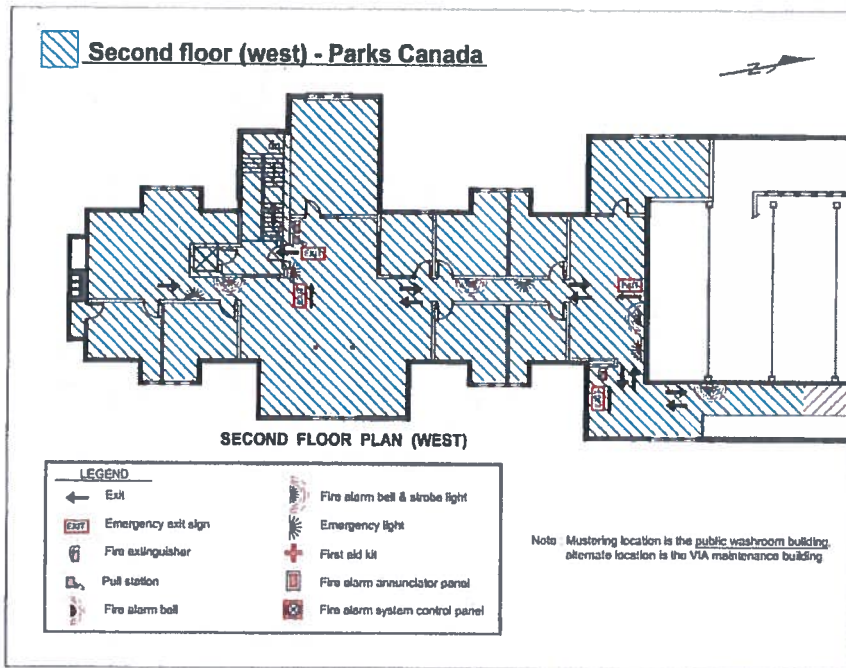
Date	<i>Drill Type</i>	Time	Comments

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APPENDIX 2**SITE PLANS**







NOTES

November 2009

FCI-09-03
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FIRE SAFETY PLAN – Construction and Demolition Sites

ISSUE:

Safety provisions at construction and demolition sites are established in Division B, **Section 5.6 Construction and Demolition Sites** of the Alberta Fire Code (AFC).

Article 5.6.1.3. Fire Safety Plan sets out specific items for inclusion in a mandatory Fire Safety Plan to provide a safe environment for workers and outline emergency procedures at sites where construction, alteration and demolition are occurring. These provisions also ensure that hazard control measures are in place and maintenance of firefighting measures and systems required elsewhere in Section 5.6 occurs.

During the public review of recommendations for High Intensity Residential Fires (HIRF) it was determined that the content, format and use of the required construction and demolition fire safety plans should be further clarified.

INTERPRETATION:

The AFC applies to all construction and demolition sites including single family residential developments. Fire Safety Plans for construction or demolition sites will apply to all inspectors, workers, suppliers and contractors on site. There can only be one Fire Safety Plan for each site. Should circumstances change on site then the plan must be modified appropriately and resubmitted to the Safety Codes Officer, Fire (SCO-Fire) for acceptance.

The owner, developer or contractor responsible for a construction or demolition site is required to develop a Fire Safety Plan acceptable to a SCO-Fire.

In addition to covering the subject matter of previous Standata FCI-09-01 and FCI-09-02 the Fire Safety Plan must specifically address:

- a) Assignment of responsibility for fire safety duties to workers,
- b) Emergency procedures to: provide fire warning, notify the fire department, evacuate the site and conduct first aid firefighting,
- c) Control of fire hazards on the site, and
- d) Procedures to ensure maintenance of firefighting measures.

As noted in Sentence 5.6.1.3.(2) these provisions must be incorporated into required Fire Safety Plans for existing buildings when construction, alteration or demolition occurs.

A Fire Safety Plan must address, in a manner acceptable to the SCO-Fire, all of the topics (applicable to the site) covered in each of the 22 prescriptive Articles in Section 5.6 of the AFC. It is highly recommended that the Fire Safety Plan be accepted by the SCO-Fire prior to the issuance of any Building or Demolition Permit by the authority having jurisdiction. This will ensure that the party responsible for the site and the fire and building officials have discussed the project and dealt with any concerns prior to commencement of on site work.

As projects vary greatly in size, scope, cost and complexity it is not reasonable to expect that one standard template or example will serve as the basis for all Fire Safety Plans. It is reasonable that a template be used for smaller projects, particularly structures which are covered under Part 9 of the Alberta Building Code, which would provide consistent formatting and require minor modification of the plan from site to site. When used consistently on each site within a municipality a consistent set of expectations, behaviours and activities can be expected on every site.

It is also reasonable that small and simple projects not requiring building permits may possibly be exempted from the need for a Fire Safety Plan based upon a risk assessment and at the discretion of the SCO-Fire and the accredited municipality. Such exemptions should be clearly outlined in explanatory materials from the authority having jurisdiction.

While the topics will be consistent it would be considerably more difficult to develop a standard template for larger and more complex projects, particularly those which are covered under Part 3 of the Alberta Building Code, although headings, format and organization should be consistent with any templates developed for simpler situations.

As such, with the assistance of Alberta's fire departments the following sample documents are provided as Appendices to this Interpretation. Fire departments are encouraged to review, amend as appropriate and adopt a version of each of these or similar documents and provide them as templates or guidelines for Fire Safety Planning by owners, developers and contractors.

Appendix A – Fire Safety Plan for Small Buildings

Appendix B – Emergency Procedures/Evacuation Plan for Small Buildings

Appendix C – Construction Fire Safety Guidelines

Appendix D – When is a Fire Safety Plan required?

Appendix E – Fire Safety Plan Guidelines for Customized Fire Safety Plans

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 and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit contact your local Fire Safety Codes Officer, Fire Department or the Authority Having Jurisdiction.

Appendix A – Fire Safety Plan for Small Buildings

Fire Safety Plan for Construction, Renovation or Demolition (Small Buildings)

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

- **No Fire Safety Plan required** - Under \$5 000.00
- **Small Buildings Fire Safety Plan** - Over \$5 000.00
- **Small Buildings Fire Safety Plan** - Housing and Small Buildings (ABC Part 9)
- **Small Buildings Fire Safety Plan** - Unoccupied building
- **Small Buildings Fire Safety Plan** - Buildings under 600m² or 3 stories or less in building height
- **Customized Fire Safety Plan submitted to the Fire Department for approval for all other projects**

Job # _____ Address: _____

Building Name/Site Name: _____

Description of Project: _____

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

Hazards 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 Response Numbers:

FIRE/POLICE/AMBULANCE: 9-1-1

Contact Personnel:

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations. Contact (24 hr.) _____

This plan is designed in conformance with Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Municipality of Anywhere Fire department.

Building Owner/Contractor Signature: _____

Date: _____

Appendix B – Emergency Procedures/Evacuation Plan for Small Buildings

Small Buildings
CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE
EVACUATION PLAN
Post on construction site

Address: _____

Emergency Contact person/ phone number: _____

Muster Point: _____

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately.
- Close all doors behind you, turn off equipment if safe to do so.
- Notify occupants verbally or sound horn or activate fire alarm system.
- Call the Fire Department **9-1-1** (from a safe location).
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

- Turn off equipment.
- Use nearest exit, do not use man lifts.
- Close doors behind you where practical.
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site

Emergency Numbers

Fire, Rescue, Dangerous Goods, Ambulance, Police: 911**POWER:** (____)-____-_____**WATER:** (____)-____-_____**GAS:** (____)-____-_____

Appendix C – Construction Fire Safety Guidelines

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites.

Most issues at construction sites can be dealt with using simple precautions.

- Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.
- Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire. Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- Outdoor Refuse Containers shall be kept at least 3 metres from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED.**
- Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.
- If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information please call:

Appendix D – When is a Fire Safety Plan required?

Fire Safety Plan - Construction, Renovation and Demolition Sites

A Fire Safety Plan establishes minimum requirements that will provide a reasonable degree of life safety from fire and similar emergencies. Plans must comply with the Alberta Building Code, Alberta Fire Code, and other applicable laws and regulations.

WHEN DO I NEED A FIRE SAFETY PLAN?

1) No Fire Safety Plan - Projects Under \$5 000.00

Examples

- Building a utility shed under 10 m² (108 ft²)
- Re-shingle of a roof, provided there is no structural work
- Installing eaves troughs
- Reinstall/replace kitchen or bathroom cupboards without plumbing, gas or electrical work.
- Erecting a fence

2) Small Buildings Fire Safety Plan

Use the ready made template for small buildings – submit 2 copies (one for client, one for fire department)

- Projects Over \$5 000.00
- Housing and Small buildings (ABC Part 9)
- Unoccupied building
- Buildings under 600 m²
- Structures 3 storeys or less in building height

3) Customized Fire Safety Plan

Use the fire safety plan guidelines (Appendix E) to develop fire safety plan. Submit to fire department for approval

- All Demolition projects
- All buildings that are occupied during construction or renovation
- Buildings over 600m²
- 4 storeys or more in building height

WHAT HAPPENS IF I DO NOT PROVIDE A FIRE SAFETY PLAN?

It is unlawful to start construction, renovation and demolition without a fire safety plan. If you begin without a plan in place, you may be ordered to stop work, ordered to remove work already done, or prosecuted.

WHAT DOES THE SAFETY CODES OFFICER - FIRE / FIRE PREVENTION OFFICER DO?

A Fire Prevention Officer reviews projects during key stages of construction to ensure the work site is safe and complies with the Fire Code. The inspector may visit a site several times depending on the project.

Appendix E – Fire Safety Plan Guidelines for Customized Fire Safety Plans

Fire Safety Plan Guidelines for Construction, Renovation and Demolition Sites

- Alberta Fire Code, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code, Division B, Sentence 5.6.1.2.(1) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department – Fire Safety Codes Officer). The 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 (911). Who is the designate and back up 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 are responsible to implement and maintain fire safety duties such as:

- ☐ Control of combustibles on the site and around the buildings.
- ☐ General site house keeping.
- ☐ 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 to structure and 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. (off site parking and storage may be considered)

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
- ☐ Fire fighting services (standpipes, hydrants) are in place, are they accessible
- ☐ Provide drawings showing location of fire fighting 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 personal
- ☐ Are fire extinguishers 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 placard 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 to the site

8. Security

- ☐ Is there 24-hour security on site, by locked gate, video, alarm system, nightly rounds, or on site provisions

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