CONSTRUCTION FIRE SAFETY PLAN GUIDELINES

A Construction Fire Safety Plan (C-FSP) is a document that contains written procedures to address the following objectives: the protection of life and property, emergency procedures and fire hazard control. A C-FSP is required for all buildings or portions of buildings prior to the commencement of construction, alteration or demolition operations on a construction site and shall be submitted to West Vancouver Fire & Rescue in PDF format for review and approval. C-FSPs are required to comply with the BC Fire Code (BCFC) Sections 2.8 and 5.6, the BC Building Code (BCBC) Part 8 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 2012 must accompany a building permit application. 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
- 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:
<table>
<thead>
<tr>
<th>CONTENT LAYOUT</th>
<th>TAB FORMAT</th>
<th>CONTENT REQUIRED</th>
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<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>White Background Black Text</td>
<td>Detail the following:</td>
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<tr>
<td>FIRE DEPARTMENT INFORMATION</td>
<td>Red Background Black Text</td>
<td>- Emergency Contact Telephone Numbers</td>
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<td>- Fire Department Access Route</td>
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<td>- Fire Hydrant Locations</td>
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<td>- Fuel Storage Areas/Shipping Containers (see requirements)</td>
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<td>- Site Office</td>
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<td>- First Aid Station</td>
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<td>- Assembly Area(s)</td>
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<td>- Temporary Electrical Shed</td>
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<td>- Sediment Control Tanks</td>
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<td>- Crane Location(s) Radius</td>
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<td>- Building Information</td>
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<td>- Site Plan &amp; Drawings</td>
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<tr>
<td>PART 1: INTRODUCTION</td>
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<td>- Promotion of Life &amp; Property Safety</td>
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<td>PART 2: SCOPE AND PURPOSE</td>
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<td>- Outlines Phases of Construction</td>
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<td>PART 3: FIRE SAFETY DIRECTOR &amp; DEPUTIES</td>
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<td>- Contact info and duties/responsibilities</td>
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<td>PART 4: EMERGENCY PROCEDURES IN CASE OF FIRE</td>
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<td>Detail the following:</td>
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<td>- The emergency procedures to be used in the case of fire:</td>
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<td>- sounding the fire alarm</td>
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<td>- notifying the fire department</td>
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<td>- instruction of site personnel on emergency procedures</td>
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<td>- firefighting procedures</td>
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<td>- evacuation procedures</td>
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<td>PART 5: GENERAL WORKPLACE SAFETY RULES</td>
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<td>- Site rules</td>
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<td>PART 6: FIRE PREVENTION GUIDELINES</td>
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<td>Detail all measures that will be taken to address the codes including all subsections of the following:</td>
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<td>- Access for fire fighting</td>
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<td>- Portable extinguishers</td>
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<td>- Standpipe systems</td>
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<td>- Hot works (B.C. Fire Code 5.2)</td>
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<td>- Clearance to combustible materials</td>
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<td>- Combustible liquid and flammable liquid storage methods</td>
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<td>- Smoking</td>
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<td>- Security</td>
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<td>- Fire Watch (use sample log sheet)</td>
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<td>- Refuse Containers</td>
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<td>- Temporary enclosures (tarp/plastic coverings)</td>
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<td>- Building service shut-off</td>
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<td></td>
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<td>- Fuel supply installations</td>
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</table>
## PART 6: FIRE PREVENTION GUIDELINES (CONTINUED)

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<th>TAB FORMAT</th>
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| White Background Black Text | - Fire separations in partly occupied buildings  
- Tank, piping and machinery reservoir safety |

## PART 7: HOT WORKS

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<tr>
<td>White Background Black Text</td>
<td>- Scope/definitions/permits/guidelines</td>
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## APPENDIX

"Protection of Adjacent Building" report relative to Article 5.6.1.2 of the B.C. Fire Code 2012. **Describe in detail** measures over and above what has been identified in this Construction Fire Safety Plan that will be incorporated into the construction site safety procedures:

- To be prepared by a registered professional  
- Include a risk analysis  
- Identify neighbouring properties at risk (construction type, life safety systems, distances)  
- Proposed mitigating measures  
- Signed and sealed by registered professional

The methods identified in this special report to protect adjacent buildings should be identified and implemented at the appropriate stages of construction.

### Additional Information and Forms:

- As per your organizational requirements  
- Copy of DWV's 'Shipping Containers-Requirements' document here in C-FSP  
- Copy of DWV's Hot Works Permit (if required)  
- Copy of DWV's Fire Watch Patrol Log Sheet (if required)  
- Copy of DWV's Dangerous Goods/Compressed Gas Permit (if required)
FIRE SAFETY PLAN / PRE-INCIDENT PLAN & CONSTRUCTION FIRE SAFETY PLAN REVIEW PROCESS

West Vancouver Fire & Rescue Services reviews Fire Safety Plans for adherence to the British Columbia Fire Code. The Fire Prevention Office will look to see if the plan is accurate, complete and is a proper representation of the building or proposed building following the examples and guidelines provided.

FEES

1. All required documentation is to be submitted by email to firedepartment@westvancouver.ca
2. West Vancouver Fire & Rescue Services will charge $150.00 for the first two hours of review. After the first two hours, each additional hour will be charged at $150.00.

REVIEW STAGES

• Plans will be reviewed in the order in which they have been received
• A Fire Safety Plan & Pre-Incident Plan or Construction Fire Safety Plan will either be approved or rejected
• A rejected plan will be returned to the provider with the ‘Fire Safety Plan Review Report’
• A Letter of Approval will be issued when a plan receives final approval

REVIEW PROCESS OVERVIEW

Fire Safety Plans are graded using two categories: Minor Deficiencies & Major Omissions

What constitutes a Minor Deficiency? These are issues that do not affect the immediate safety of occupants.

These would include, but are not be limited to:
• Incorrect civic address
• Inaccurate construction categorization
• Incorrect description of fire alarm systems or other fire & life safety systems
• No mention of one distinct fire & life safety system i.e. hydrant

What constitutes a Major Omission? These are usually components that are fundamental to the plan.

These would include but are not limited to the following:
• No Fire Safety Director appointed
• Section(s) identified in 2.8 of the B.C. Fire Code that is/are not addressed. i.e. fire drills
• No mention of an apparent fire & life safety system i.e. sprinklers
• Inaccurate inspection, testing and maintenance requirements of fire & life safety systems
• Reference to fire & life safety equipment that is not found in building i.e. generator
• Lack of test records
• No Site of Floor Plan drawings
Construction Fire Safety Plans are graded using two categories: Minor Deficiencies & Major Omissions

What constitutes a Minor Deficiency? These are issues that do not affect the immediate safety of occupants.

These would include, but are not be limited to:

- Incorrect civic address
- Inaccurate construction categorization
- Incorrect description of fire alarm system or other fire & life safety system
- No mention of one distinct fire & life safety system i.e. hydrant

What constitutes a Major Omission? These are usually components that are fundamental to the plan.

These would include but are not limited to the following:

- No designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable, as per 5.6.1.3.a) of B.C. Fire Code
- No emergency procedures to be followed in the event of a fire, including initiating a fire warning, notifying the fire department, and instructing site personnel on the procedures to be followed once the warning has been initiated as per 5.6.1.3.b) of the B.C. Fire Code
- No mention as how to confine, control and extinguish a fire as per 5.6.1.3.b) of B.C. Fire Code
- No measures for controlling fire hazards in and around the building as per 5.6.1.3.c) of B.C. Fire Code
- No Site of Floor Plan drawings
- No copies of applicable DWV permits as outlined in guidelines
- No ‘Protection of Adjacent Buildings Report’ relative to Article 5.6.1.2 of the B.C. Fire Code

LIST OF APPROVED FIRE SAFETY PLANNERS

Fire safety planners wishing to be placed on West Vancouver Fire and Rescue Services list of approved fire safety planners must be able to submit two consecutive Fire Safety Plans with two or fewer minor deficiencies.

Once the planner has had two consecutive plans submitted with two or fewer minor deficiencies, they can be placed on the West Vancouver Fire & Rescue Services list of approved fire safety planners.