CONSTRUCTION AND DEMOLITION

FIRE SAFETY PLAN
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1.0 Construction and Demolition Fire Safety List

University of Alberta Projects

Pursuant to articles 8.1.1.1 of the Alberta Building Code and 5.6.1.3 of the Alberta Fire Code, the following document is provided. The above noted articles require that before any work commences, a Fire Safety Plan be prepared and submitted for approval by a Safety Codes Officer (Fire) in conjunction with the Safety Codes Officer (Buildings).

This package will meet the requirements of the Alberta Building Code and may be adopted by the General Contractor. Alternately, the General Contractor may submit their own plan which must be approved through the University of Alberta Facilities and Operation Safety Division.

The contents of this package are:
- Emergency Contact List
- Demolition and Construction - Fire Safety Plan
- Hot Work Permit
- Fire Watch Procedure
- University of Alberta - Fire Safety Plan
- Facilities and Operations Safety Division Information
- In Case of Fire (Brochure) (Contractor’s FSP)
- In Case of Fire Signs (8 x 11) (Contractor’s FSP)

The above documents can be found at the Contractor Safety webpage.

For additional information contact:

Facilities and Operations Safety Division
2-21 Materials Management
Tel (780) 248-1987
Fax (780) 492-9692
E-Mail: fosafety@ualberta.ca
# 2.0 Emergency Contact List

Click here for [link](#) to complete the online form

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**UNIVERSITY OF ALBERTA**  
**FACILITIES AND OPERATIONS**

**EMERGENCY CONTACT LIST**  
**Demolition, Renovations and New Construction Projects**

In the event of an emergency and the necessity to contact key individuals, one primary contact person and at least two other contact names are required.

<table>
<thead>
<tr>
<th>Project:</th>
<th></th>
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<tbody>
<tr>
<td>General Contractor:</td>
<td></td>
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</table>

**General Contractor:**

<table>
<thead>
<tr>
<th>Contact Name(s)</th>
<th>Cell Number</th>
<th>Office Phone No.</th>
<th>E-Mail Address</th>
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<tbody>
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</tbody>
</table>

**University Project Officer(s):**

<table>
<thead>
<tr>
<th>Contact Name(s)</th>
<th>Cell Number</th>
<th>Office Phone No.</th>
<th>E-Mail Address</th>
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<td>1.</td>
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</tbody>
</table>

**Other Names and Numbers (Subcontractors):**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Name</th>
<th>Cell Number</th>
<th>E-Mail Address</th>
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</table>

For emergencies requiring Fire, Police, or Ambulance call 911  
Then call the Control Centre at 780.492.4855

Contractor: Email the completed form to your Project Manager.

Project Manager:

- Send completed form to Contractor Safety Coordinator at fosafety@ualberta.ca
- Forward copies to: University Control Centre, Campus Security, Life Safety Systems, Safety Supervisor, Building Manager

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File: `forms/emergencyContactListForm.docx`  
February 2013  
Revised: March 2017
3.0 Construction and Demolition Fire Safety Plan

3.1 Scope
A Fire Safety Plan is required for each construction or demolition project within University facilities.

3.2 Fire Safety Plan
1. The contractor and their personnel along with the sub-contractors shall be familiar with this Fire Safety Plan and its requirements.

2. Fire Prevention Coordinator as herein described is the University of Alberta Fire Prevention Coordinator (780) 248-1987.

3. Prior approval for closure of space, roadway or equipment shutdown requires a minimum 72 hours prior notice. Shutdown procedure. (Link to Maintenance Forms)

4. Contractors and their personnel along with the sub-contractors shall not undertake work that may cause a fire hazard, put themselves or any building occupant at risk, cause a false fire alarm or damage any fire protection equipment.

5. During an emergency the contractor, their personnel, along with the sub-contractors will follow the University Fire Emergency procedures to evacuate buildings (see - What to do In Case of Fire - On Campus).

6. Edmonton Fire Rescue Services can levy fines of up to $1,224.00 for false fire alarm response. This cost will be the contractor’s responsibility if the contractor or their sub-contractors have not been diligent to prevent such alarms.

3.3 Fire Safety Briefing
The Project Manager shall be responsible to ensure the contractor has submitted their Fire Safety Plan before commencement of any work.

3.4 Reporting Fires/Alarms
This procedure should be in the Contractor’s FSP. Emergency telephone number is 911.

Immediately report all fire incidents by:

- Activating nearest manual fire alarm pull station; all University fire alarm systems are connected to University Control Centre. The Fire Department will be called and dispatched without delay.

- Person activating fire alarm shall remain outside the building and help direct the Fire Department to scene of fire. The critical fire information may be relayed to the Building Warden (identified by a red warden vest and a white fire warden's hat).

- When reporting a fire by telephone, give your name, location of fire, name of building and be prepared to verify any details.

- Should a fire alarm device/ sprinkler head accidentally be activated contact Control Centre (780) 492-4855 as soon as possible.
3.5 Interior and Exterior Fire Protection and Alarm Systems

1. Fire protection and alarm systems shall not be:
   - obstructed
   - shut-off
   - left inactive at the end of a working day or shift without notification and authorization from the Fire Prevention Coordinator or his representative (Link to Shut-down Procedures).

2. Fire hydrants, standpipes and hose systems shall not be used for other than firefighting purposes unless authorized by the Fire Prevention Coordinator.

3. The building Fire Department Connections (sprinkler/standby pipe) must not be obstructed or blocked by construction material or hoarding fence. Continuous access required.

4. Fire hydrants must not be obstructed or blocked. At least one metre clearance must be maintained on all sides. Fire department access must be maintained.

3.6 Fire Extinguishers

1. The Contractors shall supply their own fire extinguishers necessary to protect the work in progress in an emergency.

2. Contractor and their personnel along with the sub-contractors shall make themselves aware of the fire extinguisher locations and safe operating procedures (Contractor’s FSP).

3.7 Blockage of Roadways, Corridors, Exits

1. The Fire Prevention Coordinator shall be advised of any work that will impede fire apparatus response. This includes violation of minimum overhead clearance, fire lane closures, or blocked bollards (fire gates), and erecting of barricades as prescribed by the Facilities and Operations Safety Division. The Fire Prevention Coordinator shall notify the U of A fire department liaison at 780.492.9199, who will notify FRS of details on road/emergency access concerns.

2. The Fire Prevention Coordinator shall be advised of any work that may interfere with exiting in stairs, corridors, etc. Stairwell doors must not be blocked or wedged open to prevent closure in an emergency. This information should be forwarded to the Safety Codes Officer who will correct deficiencies and document actions taken. This information should be copied to the Project Manager for their records.

Smoking is not permitted in University buildings and local bylaws must be followed.

3.8 Rubbish and Waste Materials

1. Rubbish and waste materials are to be kept to a minimum. Excessive combustible waste must not accumulate during demolition.

2. The burning of rubbish or construction material is prohibited.

3. Combustible outdoor storage must be kept at least 5 m from the building exterior wall.
3.9 Flammable and Combustible Liquids
The handling, storage and use of flammable and combustible liquids shall be governed by the current applicable Alberta Fire Code - Part 4

NOTE: Spill and containment kits shall be immediately available. Absorbent material shall be non-combustible or conform to ULC/ORD-C410A “Absorbents for Flammable and Combustible Liquids”. Waste liquid or absorbent material shall be disposed of in a safe manner that does not contravene the Alberta Fire Code.

3.10 Hazardous Operations
(Part of Contractor’s FSP)

1. If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the Safety Codes Act and requires prior approval from the Fire Prevention Coordinator.

2. The University representative is to be advised of any welding, cutting or soldering operations prior to a Hot Work permit being issued. (see University Hot Works Policy)

3. The use of construction heaters or other forms of heat generating equipment requires prior approval.

4. Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, a trained fire watch service, equipped with sufficient fire extinguishers shall be provided. The fire watch personnel must be aware of the University’s Fire Safety Plan and Evacuation procedures. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Prevention Coordinator in accordance with Alberta Fire Code and Fire Watch Procedures. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Facilities and Operation Safety Division at the pre-work conference.

5. Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Prevention Coordinator is to be informed prior to and at the conclusion of such work.

6. Gasoline or propane fired equipment must not be used in occupied buildings. Where such equipment is used in newly constructed buildings the fuel storage containers must remain outdoors in a well-ventilated and secure area.

3.11 Operational Status of FIRE Protection Equipment

1. The installation of sprinklers, fire hose cabinets and standpipes must progress with construction so that fire protection for the facility is maintained and readily available.

2. If a contractor requires a system to be shut down then it is the contractor’s responsibility to provide their own fire extinguishers.

3. Contractor is responsible to arrange Fire Watch procedure that is acceptable to the Safety Codes Officer.
4. Contractors are responsible to provide or know the location of all “Shut-Guns” for accidental activation of a sprinkler head for more information on locations contact Fire Prevention Coordinator (780) 248-1987. For information on the “Shut-Gun” and it’s use go to www.shutgun.ca.

3.12 Questions and/or Clarification
Any questions or clarification on Fire Safety issues shall be directed to the Fire Prevention Coordinator at 780.248.1987 or fosafety@ualberta.ca

3.13 Fighting Fires and Rescue
1. Fighting fires and rescue is the responsibility of the Edmonton Fire Department.
2. If the fire is small or in its earliest stages and can be fought effectively with the available fire extinguishers, then trained persons may attempt to extinguish such fires providing there is no life safety hazard to the user and such action will not endanger others.
3. The selection of the proper fire extinguisher and knowledge of its operation is critical to prevent injury to the user and to contain or extinguish the fire.
4. Firefighting procedures for University of Alberta buildings have been pre-planned by the Edmonton Fire Department and the University of Alberta.

3.14 Bomb Threat
1. Once the decision has been made to evacuate a building(s) because of a bomb-threat, the Emergency Evacuation Procedure shall be utilized.
2. Once the building(s) has been evacuated, the Wardens and general public shall remain at the building(s) muster point location until the emergency has been declared over by UAPS and/or the Edmonton Police Department. (NOTE: UAPS and/or the Police Department shall determine the safe, clear distance for this type of emergency.)

4.0 HOT WORK PERMIT PROCEDURE

4.1 Scope
This procedure outlines the requirement for the issuance of a Hot Work Permit prior to undertaking any cutting, welding or soldering operation that may cause the building's fire alarm system to be activated or create an unwarranted fire risk condition. The prevention of fires and false fire alarms caused by these perilous operations are the primary goals of this procedure.

To request a Hot Work Permit contact Life Safety Systems at: 780.492.0303.

4.2 Issuing Permits
The person/department issuing the permit is responsible for:
• Reading and understanding the conditions outlined on both sides of the permit card.
• Informing the individual trades people conducting this work of the terms and conditions outlined on the permit card, including the conspicuous on-site posting of the card;
Issuer and worker must be knowledgeable of the University of Alberta’s EMERGENCY PROCEDURES - IN CASE OF FIRE.

4.3 Follow-up Actions
Life Safety personnel will take the necessary action to eliminate false fire alarm occurrences initiated by smoke, products of combustion, vapor, dust or other foreign products that are incompatible with the automatic fire detection equipment in the immediate area noted on the permit.

5.0 Fire Watch Procedure

5.1 Scope
This procedure outlines the requirement of a fire watch should the fire alarm system in any University building becomes inoperative for any reason. The primary goal of this procedure is to ensure the property and the occupants are provided with early warning fire detection and alarm system during an emergency.

5.2 When Required
A fire watch shall be established in a building when any portion of the fire alarm system is temporarily shut down for any reason, including maintenance or periodic inspection for a period of more than two hours. In occupied buildings under renovation and where the fire alarm system is not operational, a fire watch shall be established.

5.3 When Acceptable
A building fire alarm system may only be shut down on the approval of the University’s Life Safety Systems Division (5 days’ notice) and only if a fire watch service can be provided. Approval to shut down a system will be given only with sufficient prior notice, where a demonstrated need is shown and the occupants or the buildings are not exposed to undo risk.

5.5 Definitions
Fire Watch Service is a group of qualified persons who shall patrol the entire building. These persons will function as the fire alarm system to report fires or similar emergencies to the University Control Centre and initiate the evacuation of the building if a fire occurs. The person must be trained in the University’s procedures for reporting fire emergencies and in building evacuations (see "In Case of Fire Procedures" as outlined in the University of Alberta Fire Safety Plan). Fire Watch personnel shall be trained in the proper operation of first aid and fire extinguishers. Fire Watch personnel shall be trained on the use and equipped with two-way radios operating on the University frequency.

Contact 911, then the Control Centre at 780.492.4855

1. **Patrol** shall mean walking the entire area of the affected building so that all areas are observed every 1 hour.

2. **University Occupied Building** is any building with one or more persons inside or a building owned or leased by the University.
3. **Operational Fire Alarm System** is an approved and verified system with components of combustion detectors, manual pull stations, signal appliances, fire suppression flow indicators and a fire alarm control panel (FACP) along with remote annunciation to the University's Control Centre. When activated, the fire alarm system will initiate an alarm condition in the building and the remote signal as specified.

4. **Alarm Condition** is a signal notification of a fire alarm within a building and at the Control Centre initiated by the FACP or the Fire Watch Service.

5. **Trouble Condition** is a signal notification of a system malfunction within a building and at the Control Centre initiated by the FACP or the Fire Watch Service.

### 6.0 FACILITIES AND OPERATION SAFETY DIVISION

(780) 248-1987 Contractor Safety/Fire Prevention Coordinator  
(780) 492-6704 Safety Coordinator  
Email Address: fosafety@ualberta.ca

### 7.0 UNIVERSITY OF ALBERTA FIRE EMERGENCY PROCEDURES

For all contractors working on the University of Alberta campus the following will be implemented for all fire alarm evacuations.

- Evacuate your area along with all personnel
- Activate fire alarm pull station
- Use the stairs, not the elevator
- Proceed to the muster point location

All major capital projects will follow the General/Prime contractor’s emergency response plan for site evacuation regarding fire emergencies.

**IN CASE OF FIRE SIGN**

- evacuate area
- activate fire alarm pull station
- use the stairs, not the elevator
- proceed to muster point

CALL 911