

**What is a Fire Safety Plan?**

The following shall apply to construction/demolition fire safety plans for the District of Summerland:

- Drawings of the fire safety plan should be oriented to the perspective of a viewer facing the building on the address side
- Site plan signage shall be site oriented relative to the location where the sign is installed.
- Fire Safety Site Plans should include:
  - Title Block with address, project name, and date that the drawings were produced
  - North Arrow indicator
  - Address street and cross streets
  - Fencing and Gates – BCBC Section 8.2 Protection of the Public
  - Municipal Hydrants and any private / temporary hydrants / Water tanks / Water Source BCFC Section 5.6 BC Fire Code
  - Building footprint(s), including below grade structures
  - Assembly point(s)
  - Temporary power installations (if applicable)
  - First Aid Station(s)
  - Construction Fire Safety Plan location on site
- The Fire Safety Plan and Site Map must be kept on site during the demolition.

**Section 5.6.****5.6.1.3. Fire Safety Plan**

1) Except as required in Sentence (2), prior to the commencement of construction, alteration or demolition operations, a fire safety plan shall be prepared for the site and shall include

a) the designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable,

b) the emergency procedures to be followed in the event of a fire, including

- i) initiating a fire warning,
- ii) notifying the fire department,
- iii) instructing site personnel on the procedures to be followed once the warning has been initiated, and
- iv) confining, controlling and extinguishing the fire,

c) measures for controlling fire hazards in and around the building (see Note A-5.6.1.3.(1)(c)), and

d) a maintenance procedure for firefighting measures required in Section 5.6.

2) Where construction, alteration or demolition operations occur in an existing building that is required to have

a fire safety plan conforming to Section 2.8., the fire safety plan shall take into account the changes occurring to the building.

## Fire Safety Planning for Construction and Demolition

### Scope:

- ✓ The British Columbia Fire Code (BCFC), Division B Section 5.6 applies to buildings, parts of buildings and associate areas undergoing construction or demolition operations, including renovations.
- ✓ BCFC, Division B, section 5.6.1.3 (1) states: “prior to the commencement of construction, alteration or demolition operations, a fire safety plan shall be prepared for the site...”

### Criteria:

- ✓ In addition to the criteria outlined in the Emergency Management BC (April 2013) information bulletin (see link on Fire Prevention website), the following requirements shall apply to construction / demolition fire safety plans in the District of Summerland:
  1. Fire Safety Plans shall be specific.
  2. A *letter of intent* from a fire safety plan contractor is required prior to building permit or demolition permit approval. **The letter of intent** should be included with the application & emailed to [sfd@summerland.ca](mailto:sfd@summerland.ca)
  3. Drawings in the Fire Safety Plan should normally be oriented to the perspective of a viewer facing the building on the address side.
  4. Site Plan *signage* shall be *site oriented* relative to the location where the sign is installed
  5. Site Plan drawing (s) should include:
    - a) Title Block with address, project name, and the date that the drawings (s) were produced.
    - b) North Arrow indicator
    - c) Address street and cross streets
    - d) Footprints of neighboring (existing) buildings, if possible
    - e) Fire Department access points (multiple points should be numbered or lettered)
    - f) Hoarding (fencing) **BCBC, Section 8.2.1.3 Fencing, Boarding or Barricades**
    - g) City hydrants and any private / temporary hydrants / Water tanks / Water Source **BCFC 5.6**
    - h) Building footprint (s), including below grade structures
    - i) Assembly point(s)
    - j) Hazardous materials locations (including UN numbers)
    - k) Site office
    - l) Temporary power installations
    - m) First Aid station(s)
    - n) Construction Fire Safety Plan location on site

- o) \*Standpipe and fire department connection (F.D.C.) locations
  - p) \*Tower crane location(s)
  - q) \*Main hoist location(s)
  - r) Phased Occupancy information:
    - i. Each construction area identified
    - ii. Temporary (course-of-construction) fire separations identified
    - iii. Special existing or means of egress identified (ex: covered walkways)
    - iv. Any special notes on Fire Department access or response
  - s) \*Description of Hot Works procedure
6. \*Emergency power shut-off/lock out procedure for tower crane(s)
  7. *Timeline* of Construction showing major milestones and projected completion dates.
  8. Fire Safety Plan and drawing(s) shall be updated every four months, or at a frequency decided by a consultation with the Summerland Fire Department.
  9. \*Note: Fire Department Connections (F.D.C.s) require high visibility signage on site. Updates to drawings / signs should reflect the progress of the standpipe height (floor level) during construction.
  10. Confirmation that any natural gas service(s) to the buildings has been disconnected and/or isolated.

***(\*) if applicable***

Additional questions regarding Construction Fire Safety Plans can be directed to the Summerland Fire department at 250-494-7211 or [sfd@summerland.ca](mailto:sfd@summerland.ca)

Applicant Name:  
Address:  
Phone Number:  
Email:

## LETTER OF INTENT FIRE SAFETY PLAN

Property  
Address: \_\_\_\_\_

Summerland | Demolition

### Executive Summary

Fortis Gas is scheduled for disconnect the first week of July. The District of Summerland indicates they will initiate water and power shut off as soon as this Demolition application has been received. Please Confirm.

No temporary Power or water is needed on site during the demolition process.

Fire Hydrant is approximately 150 Meters away from the structure to be demolished, on Jones Flat Rd.

The Fire Department is approximately 2.3 km away on Jubilee Street.

This is a rural property and access is available via a well-groomed front driveway off of Jones Flat Rd.

The property has had all trees removed, the ground is level and clear for easy fire truck access if required.

### Criteria – required by District of Summerland Development Services before Demolition of a structure.

1. This Fire Safety Plan is specifically relating to the demolition of the structure located at Address
2. This is the Letter of Intent to Demolish the Structure at Address Please ensure Summerland Fire Dept. receives a copy.
3. The Drawing of the Site plan is included with this written Fire Safety Plan. Please see attached.
4. "Active Construction Site, Do Not Enter. If Entry required, please call \_\_\_\_\_ AND Heavy Equipment Working" signage will be put up at gate of the driveway and base of driveway. The house is not visible from the roadway, so this provides lots of notice regarding active demolition.
5. Site Plan Drawing – Which is Enclosed – does include the following if applicable:
  - a. Title Block with Address, Project name. This drawing & plan were made on Date: \_\_\_\_\_
  - b. North Arrow indicator is on the Site Plan
  - c. Address Street and cross streets are included with the site plan – Enclosed.
  - d. Footprints of neighboring buildings are included on Site Plan.
  - e. Fire Department Access Points are at the front of the property, driveway entrance.
  - f. Fencing will be added to the site once the structure is removed – until then site is completely safe.
  - g. City Hydrant (approx. 150m away) & Fire Department (2.3km away) are included on the Site Plan. Enclosed
  - h. Building Footprint including below grade structures is included on the enclosed Site Plan.
  - i. Assembly Point will be marked and located on the Northeast side of the structure to be demolished.
  - j. No Hazardous Materials on Site. This Structure has been cleared of all Hazardous Materials.
  - k. No Site Office on this location during the demolition of the structure.
  - l. No Temporary Power on this site during the demolition of the structure.
  - m. First Aid Station will be in the Demolition Contractor's Truck Park directly Northeast of the structure noted on plan.
  - n. Construction Fire Safety Plan with be posted with the "Danger – Construction Site" signage.

No Standpipe – Fire Hydrant is marked on the plan.

- o. No Tower Crane will be on site during the Demolition of the structure.
- p. There will be no Main Hoist location on site during the Demolition of this structure.
- q. No Phase Occupancy Information is needed during the Demolition of this structure.
- r. No Description of Hot Works is needed during the Demolition of this structure.

6. No Tower Crane – so No Emergency power shut off procedure needed during the demo of this structure.

7. The key date is the completion of this demolition of the structure by \_\_\_\_\_ (subject to permit issuance).

8. Project Demolition will take less than \_\_\_\_\_ - so no update is needed on this project.

9. Fire Hydrant is painted red (for visibility) located on the southeast side of the Structure of \_\_\_\_\_

10. All utilities including Gas, Electricity & Water will be disconnected prior to demolition of this structure.

11. All Demolition Materials will be removed from site, sorted & disposed of properly. No materials to be burnt.

This Fire Safety Plan has been prepared specifically for demolition of structure located

at \_\_\_\_\_ It was prepared by \_\_\_\_\_

Please don't hesitate to direct any further questions to our office at

\_\_\_\_\_

Sample