

WEST VANCOUVER FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



GUIDELINES CONSTRUCTION FIRE SAFETY PLAN (C-FSP)

A Construction Fire Safety Plan (C-FSP) is required prior to the commencement of construction, alteration, or demolition as per the BC Fire Code (BCFC) Sections 2.8 and 5.6, the BC Building Code (BCBC) 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 2018 must accompany your submission, and will form an appendix to the C-FSP. 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

WEST VANCOUVER FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



- 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: Emergency Procedures in Case of Fire
- Part 4: Fire Prevention Guidelines
- Part 5: Reports and Checklists
- Part 6: Site and Floor Plan Drawings
- Part 7: Additional Information and Forms
- Appendix:

WEST VANCOUVER FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



CONTENT LAYOUT	TAB FORMAT	CONTENT REQUIRED
TABLE OF CONTENTS	White Background Black Text	
FIRE DEPARTMENT INFORMATION	Red Background Black Text	<p>Detail the following:</p> <ul style="list-style-type: none"> • Appointment of the Supervisory Staff • Emergency Contacts • Building Construction • Temporary Electrical Disconnect Location • Fire Department Access • Fire Extinguishers & Air Horns • Fire Hydrants • Hazardous Materials • Shipping Containers • Site Office and First Aid
PART 1: INTRODUCTION	White Background Black Text	<ul style="list-style-type: none"> • Promotion of Life & Property Safety
PART 2: SCOPE AND PURPOSE	White Background Black Text	<ul style="list-style-type: none"> • Outlines Phases of Construction
PART 3: EMERGENCY PROCEEDURES IN CASE OF FIRE	White Background Black Text	<ul style="list-style-type: none"> • The ABCD's of Portable Fire Extinguishers • Operation of Portable Fire Extinguishers
PART 4: FIRE PREVENTION GUIDELINES	White Background Black Text	<ul style="list-style-type: none"> • Alternate Measures for Occupant Fire Safety • Fire Department Access to Buildings • Hot Works • Means Of Egress • Portable Fire Extinguishers • Guidelines for Fire Safety at Construction Sites
PART 5: REPORTS AND CHECKLISTS	White Background Black Text	<ul style="list-style-type: none"> • Fire Protection Systems Monthly Test Record • Fire Protection Systems Quarterly Test Record • Fire Protection Systems Yearly Test Record
PART 6: SITE AND FLOOR PLAN DRAWINGS	To Include	<ul style="list-style-type: none"> • 11" x 17", coloured, landscape format • 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
PART 7: ADDITIONAL INFORMATION	White Background Black Text	<ul style="list-style-type: none"> • DWV Shipping Containers-Requirements document in CFSP • DWV Hot Works Permit in CFSP • DWV Fire Watch Patrol Log Sheet in CFSP • DWV Dangerous Goods/Compressed Gas Permit in CFSP
APPENDICES		<ul style="list-style-type: none"> • Appendix A – Occupational Health and Safety Guide • Appendix B – Project Schedule • Appendix C – Protection to Adjacent Building Report