



City of Coquitlam  
Fire/Rescue Department  
1300 Pinetree Way, Coquitlam, BC  
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## Construction Fire Safety Plan Guidelines May 2016 (Updated February 2026)

Below are the guidelines for all projects requiring a Construction Fire Safety Plan. The Fire Safety Plan shall meet the BC Fire Code regulations. The Fire Safety Plan shall be “**SITE & BUILDING SPECIFIC**”. All unrelated information shall be removed from templates. Fire safety plans will only be accepted by qualified service providers only. **(February 2026 updates highlighted in green.)**

### **GENERAL GUIDELINES**

- Include a cover page with the date, name and address of the property.
- Upon review and acceptance Coquitlam Fire/Rescue will issue a letter or an email of acceptance. This letter / email shall be inserted in the front of the Fire Safety Plan Binder.
- Review fees are applicable. Refer to our webpage for rates.
- Construction fire safety plans shall be submitted electronically in one complete unsecured PDF document only.

### **COMMENTARY**

Construction fire safety plans shall be developed in accordance with Section 5.6 of the BC Fire Code and good engineering practice. The following additional information may be helpful when preparing and designing a fire safety plan for construction activities:

- Bulletin I-007, Suggested Fire safety Guidelines for 5 & 6 Storey Wood Frame Buildings, Coquitlam Fire/Rescue, January 15, 2015
- Fire Safety Planning for Construction and Demolition Sites – BC Ministry of Justice, EMBC, April 9, 2013
- Fire Safety During Construction for Five and Six Storey Wood Buildings in Ontario, Ontario Ministry of Municipal Affairs, May 2016
- NFPA 241, Standard for Safeguarding Construction, Alteration and Demolition Operations
- Surrey Fire Service, Construction Fire safety Plan Bulletin, January 2013
- Protection of Adjacent Building, Standata Fire Code Interpretation, Government of Alberta, July 2009

**Of particular importance is how the plan addresses the protection of adjacent buildings during construction. The spread of fire from one building to another within the same site and across property lines shall be considered and mitigation plans shall be developed and included in the construction fire safety plan.**

**In addition, when applicable, the plan should address the requirement for encapsulation of mass timber buildings when under construction as laid out in Fire Code regulations.**

**It is recommended that owners obtain the services of a qualified fire protection engineer to address these concepts in the fire safety planning process.**

## **CONTENT & LAYOUT**

**Content shall be site and building specific. Do not include information that is not relevant to the project. Typical information that should be included under each part of the plan is listed below.**

**TABLE OF CONTENTS** – Include a table of contents.

### **FIRE DEPARTMENT INFORMATION**

- APPOINTMENT OF THE SUPERVISORY STAFF - Fire Safety & Deputy Fire Safety Director
- EMERGENCY CONTACTS – Project manager, superintendent and security contact information
- BUILDING DESCRIPTION - Year of construction, type of construction, occupancy, etc.
- ELECTRICAL DISCONNECT LOCATION
- EXITING - All stairways shall be numbered or designated by numeric, alphabetical and or by the compass direction.
- FIRE DEPARTMENT ACCESS ROUTES - Primary / secondary.
- FIRE DEPARTMENT CONNECTION - Describe what the FDC serves.
- FIRE HYDRANT LOCATIONS - Public/ private.
- GAS SHUT-OFF LOCATION
- HAZARDS - All hazards shall be identified. If the hazard has a UN # it shall be included with the hazard.
- SPRINKLER SYSTEM DESCRIPTION / LOCATION
- STANDPIPE & HOSE SYSTEM DESCRIPTION / LOCATION
- WATER SHUT-OFF LOCATION

**SITE PLAN** - All drawings shall be 11 X 17 inch coloured drawings in landscape format. Indicate locations of: fire hydrant, fire department access route, access gates, fire department connections, first-aid station, crane base, fencing, etc. Site plans shall be oriented so that the north direction is always the top of the page.

**FLOOR PLANS** - All drawings shall be 11 X 17 inch coloured drawings in landscape format. Indicate locations of: fire extinguishers, standpipe & hose connections, fire warning devices, etc. Floor plans shall be oriented so that the north direction is always the top of the page.

**PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN** - As per BC Fire Code Division B, Part 2, Section 5.6, meet requirements of the BC Fire Code.

### **PART 2 – FIRE SAFETY DIRECTOR & DEPUTY FIRE SAFETY DIRECTOR RESPONSIBILITIES**

- Shall be site specific and include the training of supervisory staff and fire drills.

- Protection of adjacent buildings. This may include a referenced report from a qualified professional.
- Security and hoarding of site.
- Access route for fire-fighting.
- Standpipe & hose systems.
- Hot works requirements including permits.
- Temporary heating equipment safety.
- Control of ignition sources.
- Protection during system impairments and fire watch.

**PART 3 – INSTRUCTIONS TO OCCUPANTS** - Shall be site specific and include sounding of fire warning devices, notifying the fire department, evacuating occupants, confining & controlling fires, location of muster points, etc.

**PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT** – Fire extinguishers, fire department access routes, fire hydrants, etc.

**PART 5 –CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS** - Fire extinguishers, fire department access routes, fire hydrants, etc.

**PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING** - As per BC Fire Code Division C, Part 2, Section 2.2. it is the owner or authorized agent who is responsible to carry out the provisions of the BC Fire Code.

**PART 7 – DEFINITIONS** - Shall be site specific

**APPENDICES** – Shall include any special information pertaining to the site and building. Examples include:

- The storage methods for commodities and dangerous goods.
- Fire separations for partly occupied buildings.
- Referenced reports.