

# Rogers Fire Department Community Risk Reduction Division

113 N 4<sup>th</sup> Street • Rogers, AR 72756 • Office (479) 621-1100



## PRECONSTRUCTION – RFD FORM 169E

It is the **sole responsibility of the owner, or representatives of the owner** to:

- Be aware of all regulations with the Municipality of Rogers.
- Carry out or make provision to adhere to the various codes and standards applicable to their project of business.

For further information, assistance, or to arrange a site visit, contact a representative of the Rogers Fire Department Risk Reduction Division.

**Plans must be posted at each job site and employees are expected to be trained in how to follow its provisions.**

### WHAT HAPPENS IF I DO NOT PROVIDE A FIRE SAFETY PLAN?

- It is unlawful to start construction, renovation and demolition without a Fire Safety Plan in place. You may be ordered to stop work, ordered to remove work already done, or prosecuted.

### WHAT DOES THE FIRE SAFETY CODES OFFICER – FIRE/FIRE PREVENTION OFFICER DO?

- A Fire Prevention Officer reviews projects during key stages of construction stages of construction to ensure the work site is safe and complies with the Fire Code. The inspector may visit a site several times depending on the project.

### GENERAL CONSIDERATIONS

- A warning system will be in place at all sites to warn of potential threats, and to facilitate evacuation.
- Each site will have a muster point where workers can be accounted for.
- A method of notifying the Fire Department, or other emergency agency shall be available at all times.
- Fire extinguishers will be available at all times at every site while workers are present.

- Access to fire hydrants and buildings for use by fire apparatus must be maintained and kept clear at all times.
- Control of all fire hazards located at the site.

## HAZARD CONTROL

- At the end of each day, open topped dumpsters containing combustible materials should be emptied or moved to at least 35 ft from combustible structures at the end of each work shift.
- No open-flame devices will be used inside buildings unless a dedicated fire watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings

## EMERGENCY RESPONSE NUMBERS

- **FIRE/POLICE/AMBULANCE 9-1-1**

## CONTACT PERSONNEL

- Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations.

## CONSTRUCTION FIRE SAFETY GUIDELINES

- Street address of the site is to be posted and clearly visible at all times for all emergency response personnel including police, fire, and ambulance. Address numbers should be affixed in a visible location at a level of about 6 ft. from the ground, or taped to the inside of a front facing window.
- Smoking shall be prohibited except in approved areas. Signs shall be posted in accordance with IFC 2012 Section 310. In approved areas where smoking is permitted, suitable noncombustible ash trays or match receivers shall be provided on each table and at other appropriate locations.
- Fire Department access is to be maintained at ALL times from the start to the completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- Construction heaters shall be connected so as minimize danger of mechanical damage on to be installed on a solid and level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire. Piping, tubing, hose and fittings shall be supported, secured and protected from damage or strain. Propane regulators shall be properly fastened within the protective cover
- Outdoor refuse containers shall be kept at least 10 ft from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be

permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste materials at construction sites is **NOT PERMITTED**

- Hot works shall only be performed by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 30 minutes after its completion. At least 2-A:20-B:C portable extinguisher shall be readily accessible within 30 feet of the location where hot work is performed.
- If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately dial 9-1-1. Provide the operator with a street address and a description of the emergency.**

## WHAT ARE THE REQUIREMENTS OF A FIRE SAFETY PLAN?

Fire Safety Plan shall include:

- The designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable
- The emergency procedures to be followed in the event of a fire, including
  - Sounding the fire alarm
  - Notifying the fire department
  - Instructing site personnel on the procedures to be followed when the alarm sounds
  - Firefighting procedures
  - Measures for controlling fire hazards in and around the building

<b>1. Emergency Procedures to be Used in the Event of an Emergency</b>	
	a. Sounding of the fire alarm – who are the designates and back-up?
	b. Notification to the Fire Department – who are the designates and back-up?
	c. Instruction for sire personnel to follow when an alarm is sounded
	d. Are exit routes clearly identified?
	e. Where is the designated gathering site?
	f. List of personnel on site
	g. Person assigned to meet the Fire Department and give information
	h. Assigned site fire wardens
	i. Directions and training on confining or controlling the fire
<b>2. Training of Site Personnel on Evacuation Procedures Including</b>	
	a. Site orientation
	b. Regular site fire safety meetings incorporated into regular safety meetings
	c. Simulated fire drills as applicable and warranted
<b>3. Assigned Site Personnel are Responsible to Implement &amp; Maintain Fire Safety</b>	
	a. Control of combustibles on the site and around buildings
	b. General site housekeeping
	c. Removal of excess garbage material on a regular basis
	d. Maintenance of separation of combustibles from open flame devices
	e. Maintain clear unobstructed access for Fire Department apparatus to structure(s) and hydrants(s)
	f. Maintain and operation of at least one exit from every floor
	g. Separation of access routes materials stored on site, combustibles, etc.
	h. Parking of vehicles directed so as not to obstruct FD access to site & buildings
<b>4. Fire Fighting Services</b>	
	a. Installed, tested and activated at start of construction
	b. Maintained and accessible for firefighters
	c. Access to the building – listing primary and secondary access points
	d. Firefighting services (standpipes, hydrants) are in place and accessible
	e. Provide drawings showing location of firefighting systems as they are operational
	f. Is the site properly addressed and the sign is visible and legible to emergency crews
<b>5. Fire Extinguishers</b>	

	a. Sufficient numbers on site.
	b. Up to date, services within the last year.
	c. At or near gas or propane fueled equipment.
	d. Mounted with proper signage, at exit locations or within required travel distances.
	e. Adjacent to any hot work operations – cutting torch, welding.
<b>6. Hot Works Operations</b>	
	a. Area to be clear of flammable and combustible materials.
	b. Fire watch assigned for hot work area 30 minutes after completion.
	c. Final inspection of hot work area 4 hours after completion.
	d. Is hot work in close proximity to combustible materials and have provisions been put in place?
	e. Is work being performed by qualified personnel?
	f. Are fire extinguishers present at all times?
	g. Proper ventilation as required.
	h. Are hot tar pots operated correctly, in the right place?
<b>7. Flammable and Combustible Storage</b>	
	a. Storage are separated from combustible material by 30 ft.
	b. Storage area locked and vented.
	c. Storage area protected from motorized traffic.
	d. Portable pressurized cylinders are properly secured.
	e. Area has proper/adequate signage in place.
	f. Current or updated list of dangerous goods on site.
	g. Portable extinguisher in close proximity to storage and work areas.
	h. Storage area away from egress and access routes to the site.
<b>8. Security</b>	
	a. Is there 24 hour security, locked gate, video, alarms, nightly rounds?
<b>9. Contact Personnel</b>	
	a. Names & contact info of persons to be contacted in the event of an emergency

# SITE EMERGENCY PROCEDURES / EVACUATION PLAN

(POST ON CONSTRUCTION SITE)

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

Emergency Contact:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Muster Point: \_\_\_\_\_

## FIRE EMERGENCY

### UPON DISCOVERY OF FIRE:

- Leave fire area immediately
- Close all doors behind you, turn off equipment if safe to do so
- Notify occupants verbally or sound horn to activate fire alarm system
- Call the Fire Department (**9-1-1**) from a safe location
- Use nearest exit, do not use man lifts or elevators
- Try to extinguish a very small fire only
- Go to a mustering point and remain until instructed otherwise
- A supervisor must wait for the FD at the main access point

### UPON HEARING OF A FIRE CONDITION:

- Turn off equipment
- Use nearest exit – do not use man lifts
- Close doors behind you – where practical to do so
- Go to the muster point – be accounted for
- Do not leave the muster point until instructed to do so
- Designees must be able to account for all people on site

## EMERGENCY NUMBERS

FIRE/AMBULANCE/POLICE: \_\_\_\_\_

POWER: \_\_\_\_\_

WATER: \_\_\_\_\_

GAS: \_\_\_\_\_

## MINIMUM REQUIRED INFORMATION

Designee to sound the fire alarm: \_\_\_\_\_

Designee to notify the Fire Department: \_\_\_\_\_

Designee responsible for daily site cleanup: \_\_\_\_\_

Hot Work Sub-contractor(s): \_\_\_\_\_

Location(s) of hot work: \_\_\_\_\_

Dangerous goods on site: \_\_\_\_\_

Flammable & combustible storage location: \_\_\_\_\_

Locations for construction worker parking: \_\_\_\_\_

24 hour security, locked gate, video, alarms, nightly rounds: \_\_\_\_\_

\*Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Marshal: \_\_\_\_\_

Date: \_\_\_\_\_

Site Representative: \_\_\_\_\_

Date: \_\_\_\_\_