Sterling Fire Protection

Fire safety plan starter checklist

What an Alberta fire safety plan has to contain, how often to review it and drill, and what a construction site plan adds.

CODE EDITION
NFC(AE) 2023 (Division B, 2.8 and 5.6)

REVIEWED
November 11, 2026

What the plan has to contain (Division B, 2.8.2.1(3))

- [ ] Emergency procedures: sounding the alarm, notifying the fire department, instructing occupants, evacuating (including people who need assistance), and confining and extinguishing the fire.
- [ ] Who is appointed as supervisory staff, and how they are organized.
- [ ] How staff and occupants are trained.
- [ ] The type, location and operation of the fire emergency systems, with diagrams.
- [ ] Fire drills.
- [ ] How fire hazards are controlled.
- [ ] How life safety facilities are inspected and maintained.

If a fire alarm is out for more than two hours, the explanatory note says the agreed warning measures belong in the plan (Division C, 2.2.7.2(3)).

Keeping it current

- [ ] Review the plan at intervals of no more than 12 months, and sooner when the tenant mix changes, a panel is replaced or a floor is renovated.
- [ ] Train supervisory staff in the plan before giving them fire safety duties (2.8.1.2).
- [ ] Keep the keys needed to operate the fire alarm or reach fire protection equipment readily available to on-duty supervisory staff (2.8.1.3).
- [ ] Post emergency procedures on every floor area and give staff a copy of their duties (2.8.2.13 and 2.8.2.14(1)).
- [ ] If the alarm does not transmit to the fire department, post a sign at each manual station asking people to call the fire department, with the number (2.8.2.14(4)).
- [ ] Keep drill and evacuation records at the premises (Division C, 2.2.1.2).

How often to drill (Division B, 2.8.3.2)

Occupancy	How often
Supervisory staff, general	At least every 12 months
Daycare centres and Group B major occupancies (care, treatment, detention)	At least monthly
Schools attended by children	At least 3 total evacuation drills in each of the fall and spring terms
High buildings	At least every 2 months
Laboratories	At least every 3 months

In Edmonton, call EFRS Emergency Communications at 780-414-7332 at least 5 minutes before a fire drill.

Construction sites: what the plan covers

- [ ] Site fire safety roles: who leads each shift, who backs them up, who holds the hot work permits, who is the fire watch.
- [ ] Emergency procedures: how to raise the alarm with no working building alarm, who calls 911, where crews muster, who meets the fire department at the gate.
- [ ] Control of fire hazards: hot work, temporary heat, fuel and cylinder storage, waste and packaging removal, smoking areas.
- [ ] Maintenance of firefighting measures: where extinguishers are, who checks them, which permanent systems are live and which are impaired.
- [ ] Get the fire department and AHJ acceptance in writing before work starts (Division C, 2.2.1.2(14)), and review the plan at least every 12 months.

Sources

1. National Fire Code 2023 Alberta Edition, National Research Council Canada
   https://nrc-publications.canada.ca/eng/view/object/?id=6c3e5cf6-8891-40e0-8b37-a78665c23f27
2. Fire codes and standards, Government of Alberta
   https://www.alberta.ca/fire-codes-and-standards
