

# **SPECIAL EVENT FIRE SAFETY PLAN**

**FOR**

---



**IN CASE OF AN EMERGENCY  
DIAL 9-1-1**

***“Only Working Smoke Alarms Save Lives”***

**NAME OF PERSON WHO COMPLETED  
THIS PLAN: \_\_\_\_\_**

\_\_\_\_\_  
**(SIGNATURE)**

**DATE PLAN WAS COMPLETED:**

**This Fire Safety Plan is only approved if the section below is  
completed by the Chief Fire Official.**

**THIS FIRE SAFETY PLAN IS FOR**

\_\_\_\_\_  
**DATE OF SPECIAL EVENT:**

\_\_\_\_\_  
**HAS BEEN APPROVED BY THE  
CHIEF FIRE OFFICIAL ON**

**(DATE)**

\_\_\_\_\_  
**CHIEF FIRE OFFICIAL'S SIGNATURE**

## **INTRODUCTION**

The Ontario Fire Code, Section 2.8 requires the establishment and implementation of a Fire Safety Plan for this tent regulated by Article Div B-2.8.1.1. of the Ontario Fire Code.

A fire safety plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

In order for this plan to be effective management must know the plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and Division A – 1.4.1.2. defines “owner” as “any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.” Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff, tenant groups, etc.

The *Fire Protection and Prevention Act, 1997*, states that, “an individual convicted of refusing or neglecting to obey or carry out the directives of the Fire Marshal, an assistant to the Fire Marshal or a fire chief given under the authority of this Act is liable to a fine of not more than \$50,000.00 or imprisonment for a term of not more than one year, or both. A corporation convicted of an offence is liable to a fine of not more than \$100,000.00. A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the Fire Code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000.00 or to imprisonment for a term of not more than one year, or to both.”

The Otonabee-South Monaghan Department of Fire and Emergency Services must be made aware of and must approve any changes to this Fire Safety Plan.

The Otonabee-South Monaghan Department of Fire and Emergency Services requires this plan, to be submitted at least 2 weeks prior to the event being held.

### **IMPORTANT NOTE:**

**Unless otherwise specified, the owner shall be responsible for carrying out the provisions of this Code.**

**Div. A - 1.2.1.1. Ontario Fire Code**

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## AUDIT OF EVENT DETAILS

DETAILS OF EVENT	
Event Type:	Event Address:
Event Date:	Event Times:
Event Organizer:	Phone: (   )
<b>CLASSIFICATION</b>	Occupancy Type: Group: A      Division: 2

PROPERTY OWNER <span style="float: right;">(X Unlisted)</span>	
Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Title :	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -
City:	Postal Code:

PERSON(S) LEASING THE TENT <span style="float: right;">(X Unlisted)</span>	
1. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -
2. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -

EVENT SUPERVISORS <span style="float: right;">(X Unlisted)</span>	
1. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -
2. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -
3. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -

PERSON EMPLOYED FOR FIRE WATCH DUTY <span style="float: right;">(X Unlisted)</span>	
1. Name:	Phone: Res: <input type="checkbox"/> (   ) -      Cell: (   ) -
Position:	Bus: (   ) -      Ext:
Address:	Fax: (   ) -      Pager: (   ) -

OCCUPANTS – ASSEMBLY	
<b>Total Guests Attending (including Staff):</b> <i>(See Appendix "A" for required Occupant Load Signage to be posted near the main entrance)</i>	

OCCUPANTS REQUIRING ASSISTANCE	
<b>Total no. of occupants that require assistance:</b>	
Area or location where assistance is required: (please state why assistance is required)	
1.	
2.	
3.	



## **TEMPORARY TENT REQUIREMENTS**

All tent(s) must conform to the Ontario Building Code and Ontario Fire Code requirements where the tents exceed 30 m<sup>2</sup> or 320 ft<sup>2</sup>. Tent(s) are considered temporary building structures which shall meet the following requirements:

- Tent materials must conform to NFPA 701 "Fire Tests for Flame-resistant Textiles and Films" or be treated with product bearing the CAN/ULC-S109-03, "Flame Tests of Flame-Resistant Fabrics and Films" certification. Some fabrics may be treated with "after-market" solutions which shall conform with the above-mentioned standards. A copy of this treatment certification shall be provided to the Otonabee-South Monaghan Department of Fire and Emergency Services prior to the event.
- Flameproofing treatments shall be reviewed as often as necessary to ensure that the materials will pass the match flame test in NFPA 705, "Recommended Practice for a Field Test for Textiles and Films".
- Areas not less than three meters around the outside perimeter of the structure must be cleared of all flammable material or vegetation.
- Combustible materials, such as hay, straw and shavings, will not be permitted within the tent unless approved by the Otonabee-South Monaghan Fire Department.
- Portable extinguishers must be provided for the protection of occupants and the tent structure. The number of required portable fire extinguishers shall be determined in conjunction with the Otonabee-South Monaghan Fire Department.
- Portable electrical systems and equipment in a tent structure, including electrical fuses and switches, must not be accessible to the public.
- No cooking that produces open flames or produces grease/oily vapours will be allowed inside tent(s).
- Open flame devices are not permitted in the tent.
- Smoking is not permitted in the tent and signage must be displayed to indicate designated smoking areas.
- Fire and emergency access to the tent structure shall be kept clear and unobstructed at all times. Escape routes are to be clearly identified, kept clear of obstructions at all times and staff rehearsed on procedures, their roles and responsibilities if an emergency situation should occur.
- A Fire Safety Inspection of the tent structure shall be conducted by the Otonabee-South Monaghan Department of Fire and Emergency Services prior to the start of the event. Periodic inspection(s) may occur during the event to ensure conformance with the Ontario Fire Code.
- In cases when the Otonabee-South Monaghan Department of Fire and Emergency Services does measurements for capacity (occupant load) in conjunction with the Alcohol & Gaming Commission of Ontario, and/or the Town of Otonabee-South Monaghan Building Department, the occupant load that is the most restrictive will determine the capacity for the event and be the occupant load identified on the sign(s) posted.

## **EMERGENCY PROCEDURES**

### **IN CASE OF FIRE:**

- A) Alert the supervisory staff who will have the structure evacuated immediately by calmly notifying all occupants of a fire condition.
- B) When you are warned of a fire, leave the structure immediately using the nearest and safest exit.
- C) CALL THE FIRE DEPARTMENT from a safe location by dialing 9-1-1. Give your name and the location of the emergency which is:

**COPIES OF THESE EMERGENCY PROCEDURES SHALL BE POSTED AT EACH EXIT. (See Appendix "C" for required procedures to be posted)**





### **FIRE EXTINGUISHMENT AND CONFINEMENT**

Fire extinguishment is the responsibility of the fire department. Only after ensuring that the fire alarm has been activated, and the fire department is notified by dialing 911, should an attempt be made to extinguish a small fire.

If a small fire cannot be extinguished with the use of a portable extinguisher or a fixed extinguishing system, or the smoke presents a hazard to the operator, then leave the fire area, ensure the fire department has been notified and wait in a safe area for the fire department.

### ***ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT***

*Only persons who are properly trained and feel confident in the use of a portable extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to severe injury or death.*

## **PORTABLE EXTINGUISHER INSTRUCTIONS**

Portable extinguishers can be a lifesaving tool and prevent the spread of fire, saving lives and property. It is important to know the proper type of extinguisher to use and how to use it in an emergency situation.

### **THERE ARE FOUR CLASSES OF FIRE:**

- A** – Ordinary combustibles (wood, paper, plastics, etc.)
- B** – Combustible liquids (oils, gas, cooking oil, etc.)
- C** – Electrical (energized equipment – appliances, wiring, etc.)
- D** – Combustible metals (aluminum, magnesium, zinc, etc.)

It is extremely important to choose the proper rated fire extinguisher for the class of fire that is burning.

### **BASIC OPERATION (PASS)**

- P** - **PULL** the safety pin (usually a twist-pull action)
- A** - **AIM** the nozzle, horn or hose at the base of the fire
- S** - **SQUEEZE** the trigger handle
- S** - **SWEEP** from side to side (watch and ensure the fire will not re-ignite)

When the fire has been extinguished, back away from the area carefully. Always watch the fire in case it re-ignites. Never turn your back to the fire area. Call the Fire Department to have them check where the fire was burning to ensure that the fire is totally extinguished.

**NEVER** re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged by a service company.

**\*\*ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED!\*\***

**Only persons who have been properly trained and feel confident in use of an extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to severe injury or death.**

***ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT***



## RESPONSIBILITY OF SUPERVISORY AND FIRE WATCH STAFF

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly defined authority, so that the building and occupants may be safeguarded against fire. This staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

### THE SUPERVISORY STAFF SHALL:

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Designate and train sufficient staff to assist with the responsibilities of this position. All supervisory staff and other occupants shall read the fire safety plan so they are aware of their responsibilities for fire safety.
3. Direct people to the nearest, safest exit from the tent to a designated meeting area.
4. Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard.
5. Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
6. Ensure smoking and open flame devices are not permitted in the tent(s).
7. Ensure maximum occupant load signs are posted and approved occupant loads are not exceeded.

### THE FIRE WATCH STAFF SHALL:

1. Patrol all areas during the function to ensure all exits are maintained clear of obstructions.
2. Have a portable communications device (i.e. cell phone) to allow immediate contact with the fire department in an emergency situation.
3. Contact 911 giving the proper facility address and any known details of the nature of the emergency.
4. Silence any music or other background noise as applicable.
5. Have a suitable audible device (i.e. air horn or loudspeaker) to be activated in the event of a fire emergency.
6. Activate the audible device in any fire emergency (including unusual smoke or heat conditions).
7. Be clearly identified through the use of a hat or vest designating them as fire watch

### IN THE EVENT OF FIRE:

- Notify all occupants by sounding the audible device and announcing “ **FIRE** ” and directing them to leave the tent.
- Notify the fire department of the emergency condition.
- Supervise the evacuations of occupants. Emergency voice communication systems should be used where available.
- Upon arrival of fire department, provide vital information and inform the Fire Officer regarding conditions in the tent and co-ordinate the efforts of supervisory staff with those of the fire department.

## TRAINING OF STAFF

### **Instructing the staff is the responsibility of the owner.**

As a minimum, the staff will be instructed on the following:

- Upon discovery of fire –
  - Notify all occupants by sounding the audible device and announcing “**FIRE** ” and directing them to leave the tent.
  - Call the fire department – Dial 911.
  - Attempt to extinguish the fire if trained to do so or, refer to page 5 of the Fire Safety Plan for extinguishment and confinement.
- All exit routes must be kept clear. This includes placement of tables that allow for aisles.
- All staff must know the exit locations.
- All staff must know where the Fire Safety Plan is located and be familiar with its contents.
- The following is the log that will be used to keep record of staff training:







## **SCHEMATIC DIAGRAM(S)**

Fire safety schematic diagram(s) are designed to provide greater detail to your supervisory staff and firefighters regarding the fire safety features, provisions and hazards for firefighting associated with your tent structure.

To develop your fire safety schematic diagram(s) use the grid attached and /or a blank 8.5" X 11" page to produce a representational drawing of each tent area. Although drawings can be to scale, proportional drawings are also accepted if basic building dimensions are shown. You must identify the direction north in the top right hand corner of each diagram as it relates to your structure.

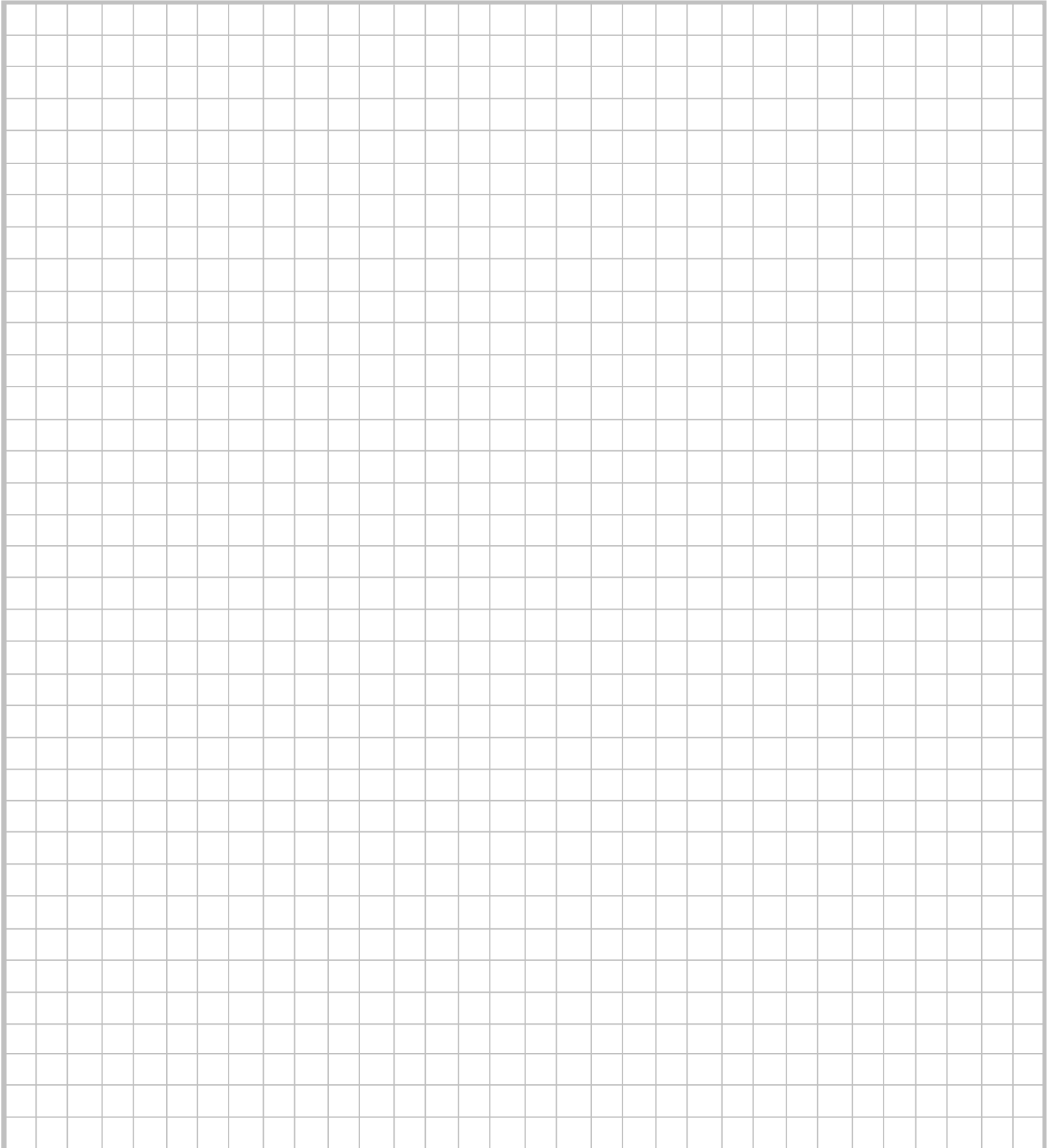
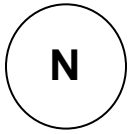
The following symbols must be used on each diagram indicating only the items on the plan to be identified. The following legend shall be used to identify the tent's fire emergency systems (i.e portable fire extinguishers, exits, location of the fire safety plan, fire department access, etc.)

### **LEGEND FOR FIRE EMERGENCY SYSTEMS**

	Fire Safety Plan Location(s)
	Entrance / Exit (Numbered Sequentially – E1, E2, E3, etc)
	Exit Sign
	Fire Extinguisher - ABC Type
	Fire Extinguisher - K Type
	Hydrant

# Floor Plan

(Include Features From Legend)



APPENDIX "A"

**MAXIMUM  
OCCUPANT  
LOAD**

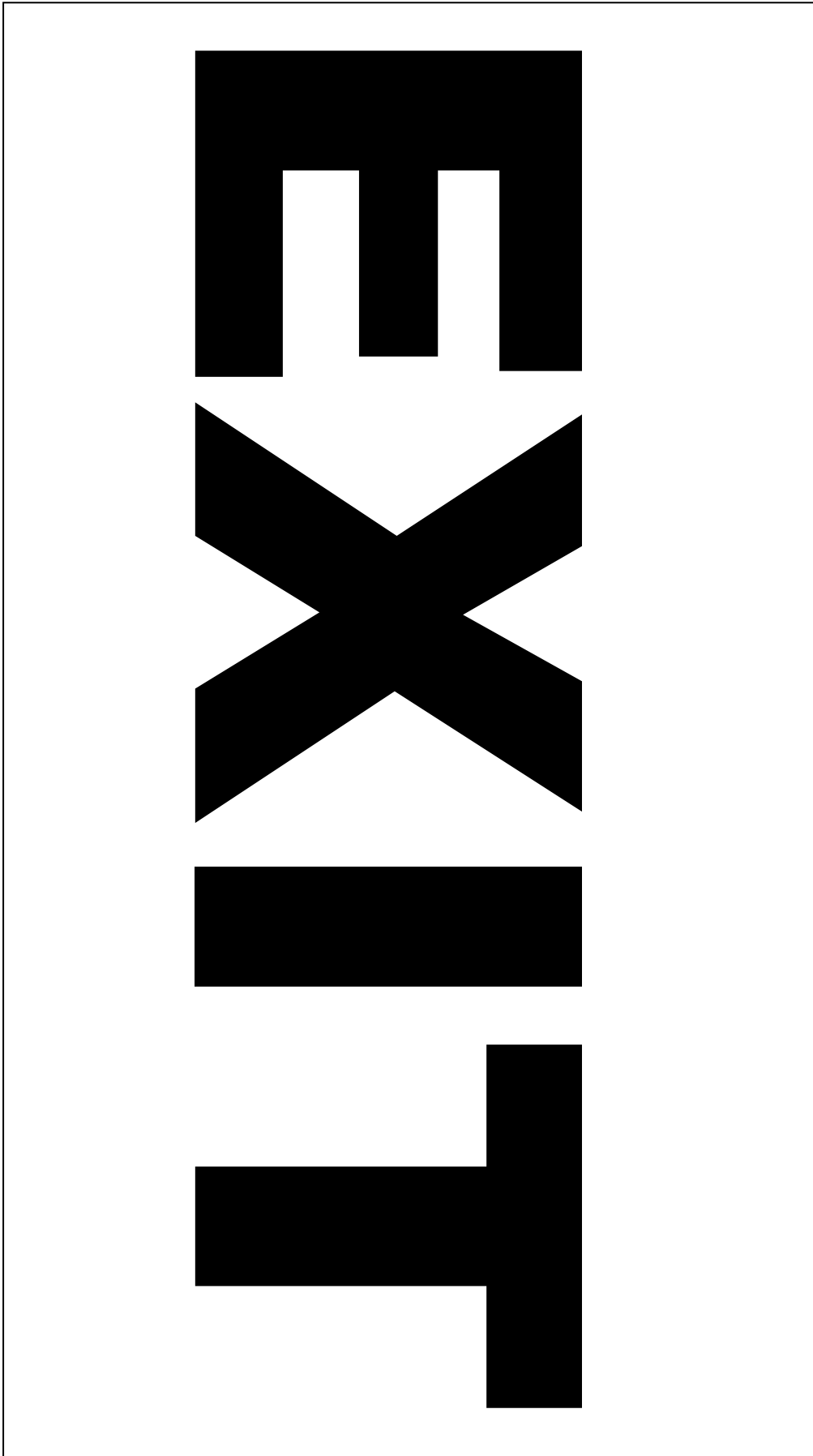
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**PERSONS**

**Pursuant to Division B-  
2.7.1.4.(3)(b)(ii) of the Ontario Fire  
Code Reg 213/07**



APPENDIX "B"



APPENDIX "C"

# **IN CASE OF FIRE**

## **UPON DISCOVERY OF FIRE**

**NOTIFY ALL OCCUPANTS TO EVACUATE  
BY ANNOUNCING “*FIRE*”**

**LEAVE THE TENT IMMEDIATELY USING  
THE NEAREST EXIT.**

**CALL FIRE DEPARTMENT  
DIAL 911**

## **UPON HEARING OF A FIRE CONDITION**

**LEAVE TENT VIA NEAREST EXIT.**

**LISTEN FOR INSTRUCTIONS OR  
INFORMATION WHICH MAY BE GIVEN BY  
AUTHORIZED PERSONNEL**

# **REMAIN CALM**