

FIRE SAFETY PLAN

TENTS AND TEMPORARY STRUCTURES

THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE IN A LOCATION ACCEPTABLE TO THE CHIEF FIRE OFFICIAL IN THE EVENT OF AN EMERGENCY

APPROVED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

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1.1 Introduction

The Ontario Fire Code, Section 2.8 requires the establishment and implementation of a Fire Safety Plan for this tent/temporary structure regulated by Article Div B-2.8.1.1 of the Ontario Fire Code which states: *“the requirements of this section shall apply to buildings containing assembly occupancy.”*

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. Fire safety plans **must** include the following information:

1. Emergency procedures to be used in case of fire, including sounding of the fire alarm
2. Notifying the fire department, instructing occupants on procedures to be followed when the fire alarm sounds
3. Evacuating occupants including specific provisions for persons requiring assistance
4. The appointment of organized designated supervisory staff to carry out fire safety duties
5. Training of supervisory staff and instruction to other occupants in their responsibilities for fire safety
6. Documents, including drawings and diagrams showing the type, location and operation of the building fire emergency systems
7. Conducting fire drills
8. Control of fire hazards in the building
9. Maintenance of building facilities provided for the safety of occupants
10. The provisions of alternate measures for safety of occupants during any shutdown of the fire protection equipment and systems, or part thereof.

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 Ontario 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.”* 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 or imprisonment for a term of not more than \$100,000. A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the Ontario Fire Code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or both.”*

The Huron East Fire Department must be made aware of and must approve of any changes to this Fire Safety Plan.

1.2 Responsibilities 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 must be given clearly defined authority, so that the building and occupants may be safeguarded against fire. This staff must be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

1.3 Supervisory Staff Shall:

1. Be in complete charge of the approved fire safety plan and the specific responsibilities of all the personnel.
2. Designate and train 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 safe exit from the tent/structure to a designated meeting area.
4. Do not permit combustible waste materials to accumulate in quantities or locations which would be considered a fire hazard.
5. Keep access roads as fire routes clear and accessible for fire department use at all times.
6. Ensure smoking and open flame devices are not permitted in tents.
7. Ensure maximum occupant load signs are posted and approved occupant loads are not exceeded in the tent.

1.4 Fire Watch Staff Shall:

1. Patrol all areas during the function to ensure all exits are maintained clear and free of obstructions.
2. Have a portable communications device (i.e. cell phone) to allow for immediate contact with the fire department in an emergency situation.
3. Contact **911** to provide the proper facility address and any known details of the nature of the emergency.
4. Have a suitable audible device such as an air horn or loudspeaker to be activated in the event of a fire emergency.
5. Activate the audible device in any fire emergency including unusual smoke or heat conditions.

1.5 In the Event of Fire

1. Notify all occupants by sounding the audible device and announcing “**FIRE**”, while directing them to leave the tent immediately.
2. Call **911**. Notify the fire department of the emergency condition.
3. Supervise the evacuation of occupants. Emergency voice communication systems should be used if available.
4. Identify and assist those who require aid in the evacuation.
5. Upon arrival of the fire department provide vital information and any information that the fire officer requests regarding conditions in the tent/structure and coordinate the efforts of supervisory staff with those of the fire department.

1.6 Temporary Tent Requirements

All tents must conform to the Ontario Building Code and Ontario Fire Code (Section 2.9.1.2) requirements where the tent exceeds 30 meter squared (323 square feet). Tents are considered temporary building structures which shall meet the following requirements:

1. 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 aftermarket solutions which shall conform to the above-mentioned standards. A copy of this treatment certification shall be provided to the Huron East Fire Department prior to the event opening.
2. Flame proofing treatments shall be reviewed as often as necessary to ensure that the materials will pass the match flame test in NFPA 705 “Recommended Practices for a Field Test for Textiles and Films”.
3. Areas not less than 3m around the outside corner of the structure must be cleared of all flammable materials or vegetation.
4. Combustible materials such as hay, straw and shavings will not be permitted within a tent unless approved by the Huron East Fire Department and monitored so as not to produce a higher risk of fire; by keeping damp and maintaining a fire watch.
5. Portable fire extinguishers must be provided for the protection of occupants and the tent structure. The number, size and class of required portable fire extinguishers shall be approved by the Huron East Fire Department.
 - Portable fire extinguishers with a minimum 3A rating are required to be placed at or near each exit.
6. Portable Electric Systems and Equipment in a tent structure including electrical fuses and switches must not be accessible to the public.
7. No cooking that produces open flames or produces grease/oil vapours will be permitted inside tents.
8. Open flame devices are not permitted in tents.
9. Smoking is not permitted in the tent.
10. 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 monitored on regular bases to ensure exits are clear. Staff will be trained

on procedures and their roles and responsibilities so that evacuations is conducted efficiently in the event of an emergency situation.

11. The travel distance to an exit from any point must not exceed 30 metres.
12. A fire safety inspection of the tent structure shall be conducted by the Fire Department prior to the start of the event. Inspections will occur each morning and any time throughout each day during the event to ensure conformance with the Ontario Fire Code.

1.7 Appointment and Organization of Supervisory Staff

The size of the organization and number of personnel required to carry out the requirements of the fire safety plan will depend on the size of the tent, specific hazards that may become involved, and the fire safety equipment provided.

Large tents should have a nucleus of key personnel who are prepared and thoroughly trained to react positively to conditions which may arise during an emergency.

The need for complete cooperation and understanding between Management and participating employees (volunteers) in providing the necessary time to train personnel and in placing a Fire Safety Plan in effect cannot be overemphasized.

1.8 Training of Staff

Instructing the staff is the responsibility of the supervisory personnel. As a minimum, staff will be instructed on the following procedure:

Upon discovery of FIRE:

Notify all occupants by **sounding an audible device and, or announcing **FIRE** and directing them to leave the tent.**

Call 911.

or

Call Emergency Services on the IPM Radio – Channel 15

Attempt to extinguish the FIRE only if trained to do so.

Wait for the Fire Department once evacuated from the tent.

1. **All exit routes must be kept clear**
2. **All staff must know the exit locations**
3. **All staff must know the street address of the structures' location**
4. **All staff must know where the fire safety plan is located and be familiar with its contents**
5. **All staff will log their fire prevention duties (including fire watch duties)**

1.9 Fire Extinguishers

Portable fire extinguishers can be a lifesaving tool and prevent the spread of fire, and assist to save 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 five classes of fire and fire extinguishers:

- A – Ordinary combustibles (wood, paper, plastic)
- B – Combustible liquids (gas, oil)
- C – Charge electrical (energized equipment, appliances)
- D – Combustible metals (magnesium, zinc)
- K – Cooking (cooking oils and grease)

Basic Operation:

P = Pull the pin

A = Aim the nozzle at the base of the fire

S = Squeeze the trigger handle

S = Sweep from side to side

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 on the fire area. **Call 911**. The fire department will 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 has been used for a few short seconds. Have it recharged by an approved servicing company.

Contact your servicing company for replacement fire extinguisher immediately.

1.10 Provision of Alternate Safety Measures

In the event a fire extinguisher has been discharged, place a sign or arrow where the discharged fire extinguisher was located and instruct staff to the next closest fire extinguisher location.

Contact your servicing company for replacement fire extinguisher immediately.

Appendix A – Fire Safety Plan Template

Recommended for all commercial tents (or multiple tents in groupings without a minimum 3m separation).

Name of event tent/structure:		
Location (temporary address):		
Building Permit issued date:		
Owner of tent/structure	Name	Phone
Lessee of tent/structure	Name	Phone
Maximum occupancy of tent/structure		
Hours of operation		
Fire extinguishers	Number	
	Type	
	Locations	
Provision of alternate fire protection measures	Fire Watch in place	
Number of exit signs		
Means to call 911		
No smoking signs posted		
Control of combustibles (i.e. wood chips) 3 meters around tent/structure		
Are wood chips kept damp – designated person to monitor		
Exit paths are clear and passable		
Garbage and refuse is not accumulating		
Heating equipment, BBQ and other fuel appliance relevant to this structure	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable	
If yes:	Location	
	Type of appliance	
	Fuel type	
	Must not be located adjacent to an exit or access to an exit.	
Supervisory staff are trained in their responsibilities		
Do staff know the temporary street address of the structure		
Fire safety plan, drawings and diagrams posted in a conspicuous location	On-site	
Fire Safety Plan reviewed date		
Approved	Inspector Signature	

Appendix C - Fire Watch Log Sheet

TENT / SITE CHECKLIST / LOG SHEET (one sheet daily)

Please check your tent inside and outside, 3 x daily to ensure the safety of all and i nitial when checked. If there is a Required Action, state what it is and how it was rectified. Initial when complete. Include items that may be specific to your tent / site.

Date	
Occupant	
Operator	
Tent/structure location	
24/7 contact information	

Date:	8:00 am	12:00 pm	Required Action	Completed : Initial
Exits are free of obstructions				
Exits, clearly marked				
Aisles are clear				
Fire Extinguisher is visible				
Tag on extinguisher is attached				
Fire Safety Watch Person in attendance				
Power leads, wires, etc. secure				
Power leads good condition				
Power leads are off the floor or placed away				
Emergency and hazard signage is clearly visible				
Volunteer Safety Manual available				
Waste containers are provided and empty				
No trip hazards - inside				
No trip hazards - outside				
Shavings - watered				
Other: Please list				

Appendix D – Diagram of Floor Space and Safety Feature Locations

Please use the space provided to sketch the floor plan (and size) of the structure and the legend to show where the fire safety features are located within.

TENT NAME:

LOCATION:



Appendix E – Legend of Safety Features

Exit – I I

Portable Fire Extinguisher – FX

Electrical Outlets – E

Fire Safety Plan – FSP

Maximum Occupant Load

Persons

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

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 9-1-1

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