

FIRE SAFETY REQUIRMENTS FOR Special Events



EMERGENCY PROCEDURES

FIRST PERSON NOTICING

- IMMEDIATELY ADVISE A WARDEN OF AN EMERGENCY
- IF NO WARDEN AVAILABLE - ADVISE SUPERVISOR, IF REQUIRED CALL EMERGENCY SERVICES (DIAL 000)
- WAIT TO BE ADVISED OF FURTHER INSTRUCTIONS FROM WARDEN
- OBEY ALL INSTRUCTIONS FROM WARDEN

WARDEN

- WARDEN TO ASSESS SITUATION
- IF EMERGENCY SERVICES REQUIRED (DIAL 000)
- DETERMINE NEED TO EVACUATE - EVACUATE TO ASSEMBLY AREA IF REQUIRED
- CHECK ALL AREAS ON EVACUATION TO ENSURE ALL PERSONS REMOVED FROM AREA
- ASSIST WITH EMERGENCY (AS REQUIRED - AND IF SAFE TO DO SO)

IN CASE OF FIRE

REMOVE PEOPLE FROM DANGER

ALERT OTHERS AND RAISE ALARM

CLOSE DOORS AND WINDOWS

EVACUATE THE BUILDING

CLIENT NAME
CLIENT ADDRESS

LEGEND

EMERGENCY ENTRY	ASSEMBLY AREA	EXITS
FIRE EXTINGUISHERS	FIRST AID KIT	

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APPENDIX A

These pages are in addition to any existing Fire Safety Plan for **Indoor Facilities** and or an **Outside Event** that are required under the Fire Code such as :

Festivals, Home show, or Major Public gatherings.

Emergency Procedures for Care Provider

As an organizer, it is important to be aware of fire and life safety issues. You or your organization must ensure that the public attending your event are safe. A Fire Safety Assessment of your facility (indoor or outdoor) must be completed and submitted as an addendum to any existing Fire Safety Plan. If a plan does not exist a complete Fire Safety Plan **MUST** be **Submitted** for approval by the Guelph Fire Department.

The following check list are the minimum requirements for approval by the Guelph Fire Department. This department may do random inspection to ensure compliance.

	Requirements for Special Events, indoors and outdoors	YES	NO
1	A copy of the Fire Safety Plan must be approved and Posted. This sets out the procedures to prepare for, mitigate and respond to an emergency within the building of your occupancy. Is/Will the fire safety plan be kept in a fire safety plan box and another copy in an approved location – (REQUIREMENT – city by-law (Guelph Only) and Div. B 2.8.2.1. (3) Indoor and outdoor events are required to have this readily available upon inspection.		
2	Has an Emergency Escape Plan been prepared and practiced. Have all Volunteers been trained on their responsibilities as stated in the Fire Safety Plan		
3	Does the plan indicate that Supervisory Staff have been made aware of the emergency procedures and other duties so assigned – (REQUIREMENT – Div. B 2.8.2.4) Appointment and Organization of Supervisory Staff to carry out fire safety duties (REQUIREMENT – Div. B, 2.8.2.1. (1 b)) – who is in charge of plan, list of people who are responsible, that they will be available upon notification to carry out their duties, definition of supervisory staff, names and contact information		
4	Do Organizers and Volunteer’s know the address and location of building and it is also posted by each telephone or event headquarters. (this must be located on site)		
5	A minimum of One 2A: 10BC extinguisher is required per area and in conformance with the Fire Code. Additional extinguishers may be required depending on area size. Staff should be knowledgeable on how to use an extinguisher. This information should be in the FSP. Controlling and containing a fire – (REQUIREMENT – Div. B 2.8.2.1.(a)) – includes step-by-step use of extinguishers and step-by-step use of other equipment		
6	Two readily accessible means of escape for each area that are used are required. If this is an indoor event, EXITS must be visible and identified with proper signage approved by the Fire Department.		
7	Candles and anything else with an open flame are not permitted to be used in public assembly areas. REQUIREMENT – Division B 2.4.4.1. (3) open flames shall are not permitted.		

8	<p>Waste receptacles are of non-combustible material (eg. metal) REQUIREMENT – Division B 2.10.2.2.</p>		
9	<p>Schematics must be attached to the Fire Safety Plan and posted indicating primary and secondary exits along with a meeting place.</p> <p>Documents including diagrams, showing the type, location and operation of the building or event fire emergency systems</p> <p>(REQUIREMENT – Division B 2.8.2.1. (1)(d) – which would include, but is not limited to: fire alarm control panel, sprinkler control room, emergency lighting units locations, exits, extinguisher locations, entrance to building, fire routes etc. – and must have inscriptions on how to activate alarms, re-setting alarms, water shut off instructions for sprinklers etc.</p> <p>If an existing FSP is available this information should be included.</p>		
10	<p>If any of the required life safety measures are shut down for any reason, procedures must be put in place so as if an emergency occurs occupants are notified. Ie. Fire watch</p> <p>Alternative measures in case of shutdowns of fire alarm systems, sprinkler systems, emergency lighting units etc. – (REQUIREMENT – Div. B 2.8.2.1.(1)(h) and includes alerting occupants and patrolling the affected areas</p>		

Responsibilities:

Name of Staff or Position	Responsibilities / Duties This is not a complete list but only examples of the responsibilities /duties	Notes
	<p>Emergency procedures to be used in case of fire (REQUIREMENT – Div. B 2.8.2.1.(1)(a) which include: sounding the fire alarm, notifying the fire department, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating occupants, including special provisions for people requiring assistance, procedures for use of elevators, confining, controlling and extinguishing a fire.</p>	<p>Staff should be aware of the location of telephones along with Fire Alarm Pull stations if an alarm system is present.</p> <p>Staff should be instructed on the operation of this equipment and informed if it is a local alarm or rings to a central station. A 911 call should always be made.</p>
	<p>Escorting People to safe location including persons requiring assistance.</p>	<p>If there are people with disabilities additional procedures may be required as to how they are being evacuated from area of danger..</p>
	<p>Head count at meeting place</p>	<p>The staff member responsible for this should be ready to report to first responding emergency personnel verifying everyone is account for.</p>
	<ol style="list-style-type: none"> 1. Daily check to ensure required fire doors are in working condition and not wedged open 2. Exits are not blocked or locked 3. Accumulation of combustible material is minimal 4. Portable electric heaters not used 5. Extension cords not being used as permanent wiring. 6. Emergency lighting if required 	<p>The control of fire hazards in the building – owner, supervisory staff and occupants (REQUIREMENT – Division B 2.8.2.1. (1)(f) – which may include keeping hallways clear, avoiding unsafe cooking practices, no devices having open flames, smoking safety, control of flammable liquid spills, refuse, accumulation of combustibles in areas etc.</p> <p>The maintenance of building facilities provided for the safety of occupants (REQUIREMENT – Div. B 2.8.2.1.(1)(g) – the daily, weekly, monthly, bi-monthly and yearly checks, inspections and tests of building devices such as fire alarms, separations, water supplies for firefighting etc</p> <p>A check sheet can be developed and implemented. If an outside agency wants to confirm these items have been check it will be readily available. This is a partial list and other items may be included.</p>

AUDIT OF RESOURCES

DATA SHEET

ADDRESS:

DATE:

Bldg. Name:		Contact Person phone #:
Event Name :		
Contact Person:		
Address:		
Date of Event:		
Size of TENTS if being used:		
Occupancy Type: Assembly <input type="checkbox"/> Flame Resistive Rating Date on Tent and Supplier's Certificate required.		

LIFE HAZARD:

People with Disabilities	Physically/Developmentally Disabled Persons in the OCCUPANCY :	(see F.S.P. Page # <input type="checkbox"/>)
Fire Safety Plan		
Location:		

MAIN ACCESS TO EVENT

Emergency Entry Location:	1 ST .	
Other Exit Locations:		
Property Mgmt.: If applicable		Phone #
Event Organizer		Phone #

Special Consideration:

<p>Is there any propane equipment being used.</p> <p>Is there Hydro being supplied to vendors.</p> <p>Approval for these are required from ESA and or TSSA</p>
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EMERGENCY PROCEDURES

In the Event of Fire:

- Ensure that the fire alarm or warning device has been activated.
- Supervise the evacuation of the occupants, including endangered occupants. Endangered occupants shall be taken to a safe stairwell or safe area of refuge with the doors closed if they are unable to leave the building.
- Close doors behind you to confine the fire. (if applicable)
- Dial 9-1-1 from a safe location
- Ensure that the alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated. (if applicable)
- Meet responding firefighters to update and assist in any way needed

In the event of a Fire Alarm Activation: (if an alarm system is present)

- If possible, determine the location of activation via Fire Alarm Panel
- Supervise the evacuation of the occupants, including endangered occupants. Endangered occupants shall be taken to a safe stairwell or safe area of refuge with the doors closed if they are unable to leave the building.
- Dial 9-1-1 from a safe location
- Ensure that the alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
- Meet responding firefighters to update and assist in any way needed

These instructions must be posted throughout facility.

FIRE EXTINGUISHMENT, CONTROL, AND CONFINEMENT

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, the doors to the area should be closed to control and confine the fire. Leave the fire area immediately via the closest exit!

Suggested Operation of a Portable Fire Extinguisher:

- P** – pull the safety pin
- A** – aim the nozzle
- S** – squeeze the trigger
- S** – sweep from side to side at the base of the fire

Never re-hang an extinguisher after use. Ensure they are properly recharged by a person qualified to service portable extinguishers and that a replacement extinguisher is provided in the meantime.

Keep all extinguishers visible without obstructions around them. Other requirements may apply.



The proper type of extinguisher shall be used depending on the class of fire:

<u>TYPE OF FIRE</u>		<u>TYPE OF EXTINGUISHER</u>
Class A	Ordinary Combustibles- Paper, Wood, Plastics	Water, Multipurpose (ABC)
Class B	Flammable & Combustible Liquids & Gases	Dry Chemical (BC) Multipurpose (ABC)
Class C	Live Electrical,	Dry Chemical (BC) Multipurpose (ABC)
Class D	Flammable Metals	Specialized dry chemicals for the type of metal involved.
Class K	Cooking oils	Class K extinguisher

In General

1. Educate and train all building personnel and advise occupants in the use of existing fire safety equipment and in the actions to be taken under the approved fire safety plan
2. Ensure that regular fire drills as set out in the Ontario Fire code are conducted
3. Ensure that a copy of this plan is available to all building occupants and a copy is posted in a location approved by the Chief Fire Official
4. Distribute emergency procedures to all occupants
5. Ensure that each floor level is identified in each stairwell as to the relevant floor level and that each stairwell is identified (ie. North, South, East, West) to avoid confusion during an emergency situation **(for event occurring within a building)**
6. Maintain a current record of the location of any endangered occupants
7. Control any fire hazards in the building
8. Ensure the alternative measures for the safety of occupants during the shutdown of fire protection equipment are put into effect. **(for event occurring within a building)**
9. Ensure that the fire alarm system has not been silenced or reset or the sprinkler system shut down until instructed to do so by the Guelph Fire Department. **(for event occurring within a building)**
10. Provide access to the fire fighters, (provide entry, master keys, etc.)
11. Provide firefighters with relevant information about the quantities and nature of materials stored or processed on site
12. Keep stairway doors and all required fire rated doors closed at all times
13. Keep stairways, landings, corridors, passageways, access to exits and exits both inside and outside clear of obstructions at all times
14. Do not permit combustible materials to accumulate in quantities or locations which may constitute a fire hazard
15. Keep access roadways, fire routes and fire department connections clear and accessible at all times
16. Have a working knowledge of the sprinkler system, fire alarm system and how it is reset.
17. In the event of a fire ensure the fire alarm has been activated and 911 has been called
18. Assist in the evacuation of occupants
19. Identify and establish a plan for occupants who require assistance to evacuate due to physical or mental disabilities.
20. Manually activate the automatic extinguishing system Ensure one copy of the emergency procedures is posted on each floor area

