



WELLAND FIRE AND EMERGENCY SERVICES

SPECIAL EVENT FIRE SAFETY PLAN

NAME OF EVENT: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

SAFETY PLAN COMPLETED BY: _____

APPROVED BY: _____

DATE APPROVED: _____

The purpose of this fire safety plan is to ensure that the primary fire safety aspects are being addressed by event organizers/supervisors during special events held within the City of Welland.

If a Fire Safety Plan exists for the host building, it must be adhered to along with the Special Event Fire Safety Plan.

All questions regarding this Special Event Fire Safety Plan are to be directed to Welland Fire and Emergency Services, **Fire Prevention Division: 905-735-1700 ext. 2403**. The Division operates between 8:30 am to 4:30 pm Monday to Friday, closed on holidays and weekends.

FOR ALL EMERGENCIES DIAL 911

**WELLAND FIRE & EMERGENCY SERVICES
SPECIAL EVENT FIRE SAFETY PLAN**



Provide a description of all activities which will be taking place (include types of vendors, displays, events):

List any buildings being used:

Navigation:

Are tents being used? ☐ **Yes** ☐ **No**.....refer to pgs. 7 & 8

Is any cooking taking place? ☐ **Yes** ☐ **No**.....refer to pg. 9 (barbecues)
pg. 10 & 11 (food trucks)

Are there fences/barriers
used across public roadways? ☐ **Yes** ☐ **No**.....refer to pg. 12

Is additional seating brought in? ☐ **Yes** ☐ **No**....refer to page 13.

**WELLAND FIRE & EMERGENCY SERVICES
SPECIAL EVENT FIRE SAFETY PLAN**



Event Organizer/s:

List names and contact numbers of those involved in organizing event:

Name:

Contact Numbers:

E-mail Address:

Name:

Contact Numbers:

E-mail Address:

Name:

Contact Numbers:

E-mail Address:

CONTACT OF PERSON/S ON SITE AT EVENT:

Name:

Cell Phone:

Timeline

Name:

Cell Phone:

Timeline

Name:

Cell Phone:

Timeline



DUTIES – It is the responsibility of the organizers to ensure:

- Maintain the ability to call 911 on site at all times (e.g. Cellular Phone)
- there is the ability to communicate with event staff (e.g. portable radio)
- exits, emergency lighting, fire department routes, fire lanes and fire department connections are free of any obstructions and are accessible at all times
- exit signs are visible at all times (i.e. not blocked due to posters, decorations)
- all fire extinguishers are in place and not obstructed
- the Maximum permitted Occupant Load is not exceeded (this is identified and posted on site)
- combustible materials do not accumulate
- candles, torches or any other open flame devices or fog machines are not used without consulting the Fire Prevention Division
- all staff are familiar with the Special Event Fire Safety Plan, and, in particular, are familiar with their responsibilities and all exits and emergency procedures to implement a safe evacuation
- there are provisions for alternative measures for the safety of occupants during any shutdown of fire protection or emergency lighting equipment
- prior to the start of any function, the crowd is to have exits and pull stations pointed out by event staff
- a copy of this plan must be kept on site in a pre-approved area



IN CASE OF SMOKE / FIRE: Building with Pull Stations:

Upon Discovery of Smoke or Fire:

- Leave area immediately via nearest exit, assist patrons if safe to do so
- Pull alarm
- Close all doors
- Warn nearby patrons
- Once outside, ensure that 911 has been called

IN CASE OF SMOKE / FIRE: No pull stations:

Upon Discovery of Smoke or Fire:

- Leave area immediately via nearest exit, assist with patrons if safe to do so
- Close all doors
- Warn nearby patrons
- Once outside, ensure that 911 has been called

**WELLAND FIRE & EMERGENCY SERVICES
SPECIAL EVENT FIRE SAFETY PLAN**



SITE PLAN:

A detailed site plan (i.e. overhead map) of the event is required.

The following must be included in the site plan:

- sufficient scale and clarity to convey required information
- all existing property lines
- all existing municipal streets
- all existing private streets or lanes or driveways
- all existing and proposed parking spaces and traffic aisles
- all existing buildings and structures – large and small
- proposed tents with sizes indicated
- proposed structures, walkways, dividers
- proposed vendors/exhibitors with sizes indicated
- proposed refreshment vehicles
- location and height of fencing
- location of portable toilets and hand-washing facilities
- location, dimensions, and occupant load of areas licensed by AGCO
- location and description of entertainment venues, exhibits and safety measures
- all proposed arrangements on the site
- direction arrow, indicating North

**WELLAND FIRE & EMERGENCY SERVICES
SPECIAL EVENT FIRE SAFETY PLAN**

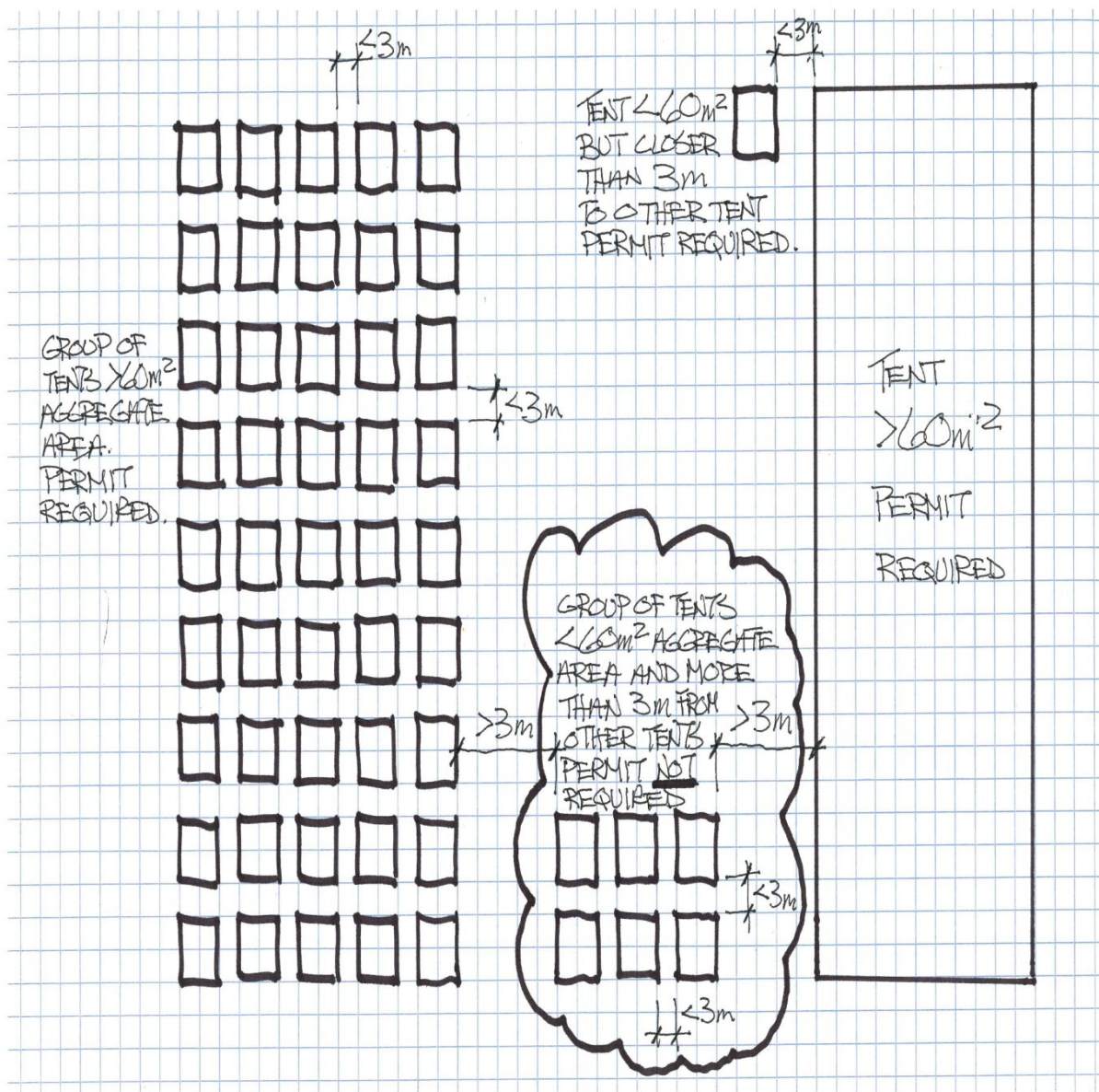


TENTS:

A building permit may be required from the Building Department. The permit will need to be applied for at least 2 weeks prior to the event.

A building permit for tents is required:

- A tent greater than 60m² (645 ft. 2)
- A group of tents is greater than 60m² in aggregate area.
- A tent is less than 60m² but closer than 3m to another tent requiring a permit.



**WELLAND FIRE & EMERGENCY SERVICES
SPECIAL EVENT FIRE SAFETY PLAN**



- Tent materials must be flameproof as per NFPA 701 “Standard Methods of Fire Tests for Flame Propagation of Textiles and Films”. If you are renting a tent or structure, check with your rental company to ensure your tent meets this standard. The tent material must be labeled to this standard and there should be a certificate for the tent available.
- Hay, straw, shavings or other similar combustible materials may not be permitted within a tent or air-supported structure being used as an assembly occupancy. Some of these materials may be approved by the Fire Chief with conditions (e.g. keeping shavings damp).
- Smoking and open flame devices shall not be permitted in the tent unless provisions have been made for such activities under the Special Event Fire Safety Plan and/or Fire Safety Plan.
- If a tent does not have a fire alarm, a responsible person shall be employed for fire watch duty. This person shall be familiar with all fire safety features including the Special Event Fire Safety Plan and the conditions of each exit. This person will patrol the area to ensure that the means of egress are kept clear and that regulations are enforced.
- Event staff shall have flashlights readily available for use in case of an emergency.
- Portable chairs may be required to be secured together (see pg. 13).
- The tent shall be equipped with illuminated exit signs, and shall have functioning emergency lighting that operates on battery or automatic auxiliary power.
- A building permit may be required to erect bleachers; contact the Building Department.



OUTDOOR COOKING – Barbecues:

All “Mobile Barbecues” require a Business Licence from the Welland Bylaw Dept. 905-735-1700.

- Visit/contact Welland Bylaw Dept.
- Complete Business Licence Application/ Pay Business Licence Fee
- Receive Fire Dept inspection check list/Pay Fire Dept inspection fee
- Once all items on check list below are completed, contact Fire Dept Fire Prevention Division to book an inspection: 905-735-1700 ext 2403.
- **Generally, home barbecues are not intended for commercial use.** If a barbecue manufacturer’s manual states the barbecue is “not for commercial use,” this cannot be used for public events.
- If there is no indication if the barbecue is intended for commercial use, **a field approval must be obtained.** This is obtained by contacting a TSSA registered contractor with a licensed gas fitter G1 or G2 designation. Proof of this field approval must be on site.
- The make and model of each cooking and fuel fired appliance must be clearly visible on the appliance.
- No open flame devices shall be permitted unless such devices are used for cooking purposes. All such devices shall be inspected and tagged by TSSA prior to use. A copy of the TSSA inspection must be forwarded to the Fire Department.
- No cooking area shall be located within 3 m. of any building or combustible materials.
- All cooking areas shall be equipped with a suitable extinguisher appropriately placed. In general, this is a 2A10BC rated dry chemical extinguisher.



MOBILE FOOD TRUCKS:

**All Food Trucks require a Business Licence from the Welland Bylaw Dept.
905-735-1700.**

- Visit/contact Welland Bylaw Dept.
- Complete Business Licence Application/ Pay Business Licence Fee
- Receive Fire Dept inspection check list/Pay Fire Dept inspection fee
- Once all items on check list are completed, contact Fire Dept Fire Prevention Division to book an inspection: 905-735-1700 ext 2403

Food Truck Check Lists – choose the type of food truck that applies:

Electric Food Truck Only:

- **A Business Licence must be obtained from the City of Welland.**
- A 5lb. multi-purpose fire extinguisher must be installed and have an inspection tag to indicate inspection within last year by certified technician.
- Electrical panel shall be labelled.
- All electrical appliances/wiring are in good repair.
- No cooking that produces grease laden vapours is taking place.
- Competent adult shall maintain and supervise operations at all times.

Food Truck - No Kitchen Suppression System:

- **A Business Licence must be obtained from the City of Welland.**
- A 5lb. multi-purpose fire extinguisher must be installed and have an inspection tag to indicate inspection within last year by certified technician.
- If there is propane used, a current (within past year) TSSA certificate for mobile food vehicles prepared by a licensed gas fitter.
- A qualified person will conduct all tank connections and conduct soap test on all connections prior to use.
- Propane tanks to be stored in compliance with TSSA regulations.
- Competent adult shall maintain and supervise cooking at all times.



Food Truck With Suppression System:

- **A Business Licence is required from the City of Welland.**
- Kitchen suppression system to be serviced within the past 6 months by a certified technician (NFPA 96 Standard). Provide a copy of the complete report (not just a certificate). Any noted deficiencies must be repaired.
- The hood must be clean – NFPA 96 requires hood cleaning to be conducted twice per year or more if necessary. This includes duct work, filters, backsplash and appliances. Provide documentation to indicate last date of cleaning by a certified company.
- A 5lb. multi-purpose fire extinguisher must be installed and have an inspection tag to indicate inspection within last year by certified technician.
- A current (within past year) TSSA certificate for mobile food vehicles prepared by a licensed gas fitter.
- A qualified person will conduct all tank connections and conduct soap test on all connections prior to use.
- Propane tanks to be stored in compliance with TSSA regulations.
- Competent adult shall maintain and supervise cooking at all times.



FENCES/BARRIERS ACROSS PUBLIC ROADWAYS:

- No roadway shall be completely blocked with any type of barrier – a passageway must be maintained for fire truck access of a minimum of 4.5m wide by 5m high.
- Fencing to control the movement of people shall be approved.
- Any temporary fences or barriers across any public roadway shall be easily and quickly removable or open-able and those areas shall be staffed at all times for this purpose. The staff should have cable cutters, flashlight, and radio communication.
- Outdoor public amusement areas that involve enclosed, confined or otherwise confusing configurations shall be provided with emergency egress points that have the appropriate width, height, and capacity for the anticipated number of occupants. There shall not be more than 15m of travel from any point within the public amusement area except as **approved** to egress points and these areas are required to be clearly identified with signs.
- Each exit and/or entrance to every building shall be free of any obstructions.
- Fire hydrants and fire department connections may not be blocked or obscured from view.



NON-FIXED SEATING -

**If non-fixed seating is utilized, these guidelines apply; sourced from the
ONTARIO FIRE CODE:**

Non-fixed seating

2.7.1.6. (1) Non-fixed row seating in an **assembly occupancy** shall be arranged as described in Sentences (2) to (8).

(2) Aisles leading to **exits** shall be provided so that there are not more than seven seats between any seat and the nearest aisle.

(3) The minimum clear width of aisles shall be at least 1100 mm, except as permitted by Sentence (4).

(4) Aisles required in Sentence (3) may be reduced in width to 750 mm when serving 60 seats or less, or 900 mm when serving seats on one side only.

(5) Aisles shall terminate in a cross aisle, foyer or **exit** and the width of such cross aisle, foyer or **exit** shall be at least the required width of the widest aisle plus 50% of the total required width of the remaining aisles that it serves.

(6) The distance of travel to an **exit** door by an aisle shall not be greater than 30 m, except in a **sprinklered floor area** where the distance of travel shall not be greater than 45 m.

(7) Where the **occupant load** exceeds 200 persons in an **assembly occupancy** containing non-fixed seating, the seats shall be fastened in units of not less than 4 nor more than 12 seats, or each end seat abutting an aisle shall be securely fastened to the floor.

(8) Seats may be arranged in a manner that does not meet the requirements of Sentence (7) where the aisle widths are increased by 50% above the requirements set out in Sentences (2) to (6), and where the maximum **occupant load** of the space is based on not less than 1.2 m² of floor space per person.