



Tent Fire Safety Plan Form

All tents that function as an occupancy that require an approved Fire Safety Plan under the Ontario Fire Code will require a Fire Safety Plan to be submitted at least thirty (30) days prior to the event.

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

Event Location: _____

Owner of Property: _____

Address: _____

Street Address

City

Province

Postal Code

Telephone: _____

Letter of Permission (required if location is on private property belonging to someone other than the organizer):

Yes No

Tent Supplier: _____

Address: _____

Street Address

City

Province

Postal Code

Telephone: _____

Tent Size: _____

Installation Date: _____

Removal Date: _____

Event Organizer/Vendor Name: _____



Address: _____
Street Address

City Province Postal Code

Telephone: _____

Occupant Load: _____ Posted: Yes No

Fire Alarm: System or Fire Watch

Name of Tent Fire Warden: _____

Fire Alarm Sounding Device: _____

Portable Extinguishers: Yes No Number: _____, Type: _____

Exit # 1 – Width: _____ Exit # 2 – Width: _____

Flame Resistance Label: Yes No Exit Signs Posted: Yes No

Fuel-fired Appliances: Yes No T.S.S.A. Inspection: Yes No

Tent Site Plan: Yes No 2 Copies – 1 Copy for Fire Department

Fire Chief or Designate: _____
Signature

Responsibilities:

- a) Keep means of exit clear
- b) Enforce no-smoking policy
- c) Hourly fire inspection tours and log
- d) Proper use of combustibles
- e) Direct responding fire personnel to the location of the emergency
- f) Sound alarm, call 911 and extinguish fire if safe to do so

Attach a sketch of Tent Fire Safety Site Plan if required.