



Fire Prevention Bureau
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 Administration Headquarters

Norfolk County Fire & Rescue Services Approval Form Organizer Fire Safety Requirements

(A signed copy is to be returned to the Norfolk County Clerk's Department)

The following conditions apply to vendors operating in Norfolk County. It is the organizer's responsibility to undertake all reasonable precautions to ensure that the fire safety of the function/event is maintained.

All vendors shall provide the organizer with a signed copy of the Norfolk County Vendor Fire Safety Requirements Form.

Norfolk County Fire Safety Requirements

- 1) All non-cooking vendors must have, not less than a 2A10BC fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be able to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase upon inspection.
- 2) All cooking vendors must have, not less than a 40BC or Type K fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be able to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase upon inspection.
- 3) All vendors that utilize tents must present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109, CPAI), and a tent fire safety plan upon inspection.
- 4) All tents that are larger than 60 sq. m or 645 sq. ft in aggregate area must have a building permit.
- 5) To ensure that all reasonable precautions are undertaken to provide for fire safety, please refer to pages 2, 3 and 4 of this document.

The organizer/applicant should be satisfied that all vendors have complied with the aforementioned fire safety requirements.

Organizer Contact Number:..... Name of Event:.....

Organizer Signature: Date:

Norfolk County requires that all function/event organizers comply with the following fire safety guidelines:

To ensure that an acceptable degree of safety is maintained, those persons responsible for the organization and planning of the event are responsible for implementing the following fire safety provisions when applicable:

1) There must be enough supervisory personnel assigned to the event at all times. Supervisory personnel are responsible for preventing the incidence of fire and initiating the following emergency procedures in the event of a fire:

- a) the sounding of the alarm of fire,
- b) immediate notification of 911,
- c) safely evacuating the fire area,
- d) assisting physically challenged individuals to safety,
- e) controlling and extinguishing the fire if safe to do so,
- f) meeting the Fire and Rescue Service and directing them to the emergency site,
- g) following any and all provisions of an event fire safety plan,
- h) providing regular patrols of the event to ensure that:
 - means of egress are maintained (kept clear and ready for use, illuminated at night),
 - posted occupant loads are not exceeded,
 - fire protection equipment remains operational,
 - no smoking provisions are maintained.

2) Specific Requirements for Tents:

The event organizer is responsible to ensure that:

- a) Individual tents or a combined group of tents exceeding 60 sq. m or 645 sq. ft. in aggregate area, have a building permit.
- b) For tents larger than 30 sq. m (323 sq. ft.) that are used for commercial purposes, the following provisions apply:

- where there is no fire alarm system, that a fire watch is maintained at all times,
- ensuring that all tents or tarpaulin materials have been certified as being fire retardant in accordance with **NFPA 701, CAN/ULC S-109 or CPAI** standards. Suppliers or rental firms should be asked to confirm that all materials meet at least one of these standards,
- ensuring that cooking with fuel fired appliances, smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public, unless approved by the Chief Fire Official or designate.
- providing and maintaining unobstructed access to at least two (2) remote exits of not less than 91.5 cm. In addition, one exit of not less than 91.5 cm is required for every 144 persons. Exit signs are required at all exits in an enclosed tent,
- ensuring that, where occupant loads exceed 60, occupant load signs are posted,
- ensuring that the ground enclosed by the tent and for at least 3 m outside of the structure, the ground is free of all material or vegetation that will support and allow fire extension,
- ensuring that a fire extinguisher with a minimum of a 2A 10BC rating is located within each tent, and ensuring that a sufficient number of extinguishers are provided so that travel distance does not exceed 24.3 m. The extinguishers must be easily accessible and visible,
- for enclosed tents, providing emergency lighting, (or an attendant with a working flashlight @ each exit) for night-time functions,
- ensuring that no fuel-fired heaters are used in any tent.

3) Other Provisions:

- a) Open air burning is prohibited without approved burn permits.
- b) Fireworks displays must be in compliance with applicable Norfolk County Bylaw.
- c) All fenced enclosures must have at least two remote exits that are kept clear at all times.
- d) Special events and all related facilities must be fully accessible at all times.
- e) The Fire and Rescue Service must be informed of any road closures. Temporary barricades must be monitored and easily removed for emergency vehicle access, if required.
- f) Parking must be orderly and supervised. Access routes for emergency vehicles must remain open and fire hydrants must not be blocked.

4) Cooking Activities using residential type BBQ's:

- Is not permitted in tents or canopy structures.
- Cooking areas must be located 3m from combustible materials.
- Not less than a 40 BC rated extinguisher, with a technicians tag certifying maintenance within the last 12 months must be located within acceptable travel distance of the cooking area.
- BBQ's must not be left unattended.
- Members of the public must not be allowed to come in contact with hot surfaces.
- Suggested Practices:
 - open the lid prior to lighting,
 - fully open tank valve when in use and fully close when finished,
 - transport cylinders upright and prevent from moving during transport,
 - do not leave inside hot vehicles for extended periods,
 - after reconnecting, test the connection for leaks before lighting.

Appendix A
Tent Fire Safety Plan

Note – A copy of this approved tent fire safety plan must be posted conspicuously near the entrance.

Event Location: _____

Owner of Property & Address: _____

Letter of Permission: Yes No Telephone: _____

Tent Supplier & Address: _____ Telephone: _____

Tent Size: _____ Installation Date: _____ Removal Date: _____

Event Organizer/Vendor & Address: _____

Telephone: _____ Proposed Use: _____

Occupant Load: _____ Posted: Yes No

Fire Alarm: System or Fire Watch

Person Designated and Identifiable: _____

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

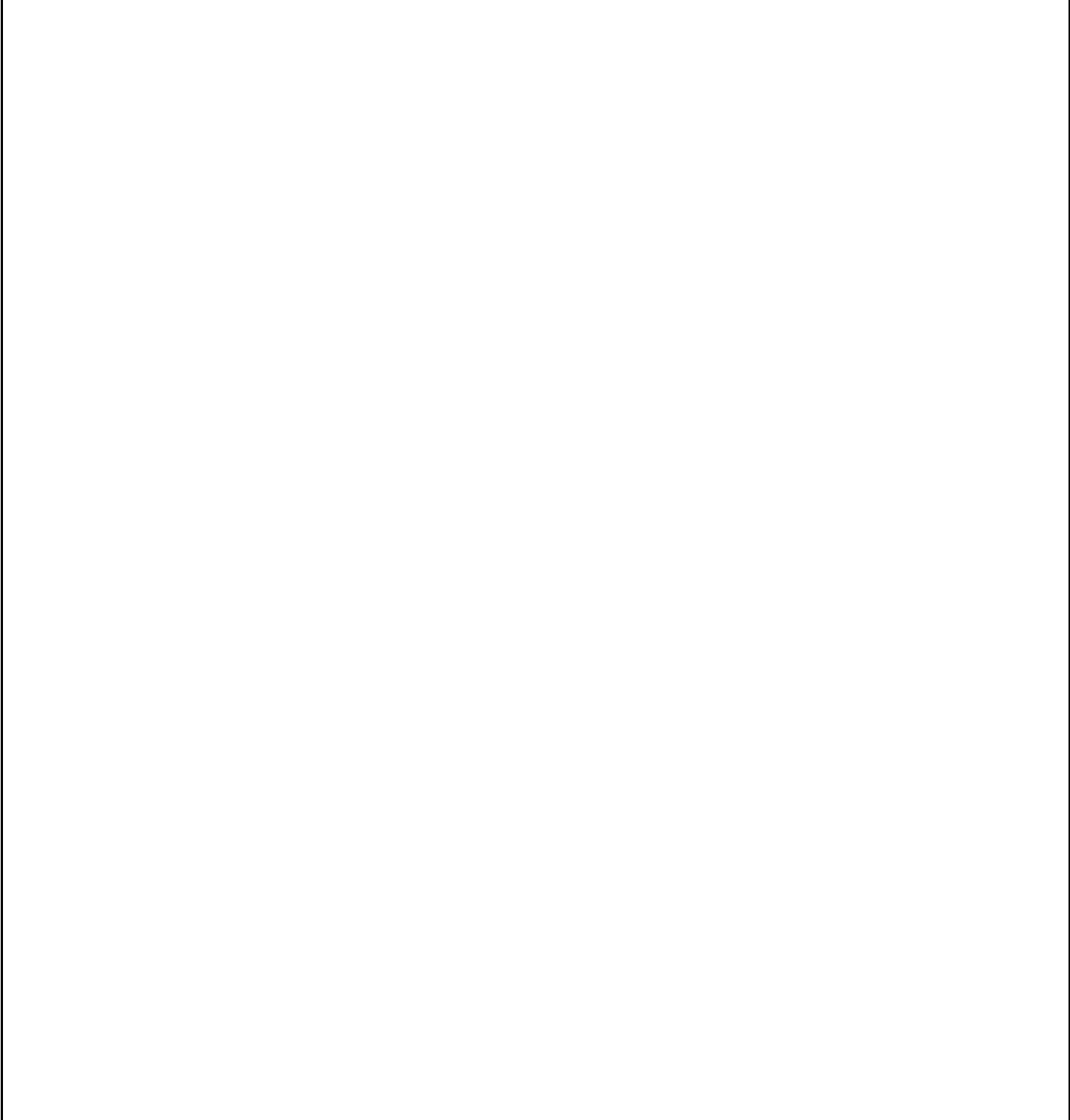
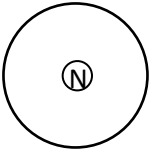
Fuel-fired Appliances: Yes No T.S.S.A. Inspection: Yes No

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

Fire Warden: _____

Responsibilities: a) Keep means of egress clear, b) Enforce no-smoking policy,
c) Hourly Fire inspection Tours & Log, d) Proper use of combustibles,
d) Meet the Fire Department and direct them to the incident,
e) Sound alarm, Call 911 and if possible try and control fire with an extinguisher,

Tent Safety Site Plan



Appendix B
Ontario Fire Code References

SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES

SECTION 2.8 EMERGENCY PLANNING

Subsection 2.8.1. General

Application

2.8.1.1. (1) The requirements of this Section shall apply to **buildings** containing

(a) **assembly occupancy** (tents)

Subsection 2.8.2. Fire Safety Plan

Measures in a fire safety plan

2.8.2.1. (1) A fire safety plan shall include

(a) the emergency procedures to be used in case of fire, including

(i) sounding the fire alarm,

(ii) notifying the **fire department**,

(iii) instructing occupants on procedures to be followed when the fire alarm sounds,

(iv) evacuating occupants, including special provisions for persons requiring assistance,

(v) the procedures for use of elevators, and

(vi) confining, controlling and extinguishing the fire,

(b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties,

(c) the training of **supervisory staff** and instruction of other occupants in their responsibilities for fire safety,

(d) documents, including diagrams, showing the type, location and operation of the **building** fire emergency systems.

(e) the holding of fire drills,

(f) the control of fire hazards in the **building**,

Subsection 2.9.1. General

2.9.1.1. **Tents** and **air-supported structures** shall be in conformance with the **Building Code**.

2.9.1.2. This Section does not apply to **tents** that have an area of 30 m² or less and that are used for camping, personal or other non-commercial uses.

Subsection 2.9.2. Materials

Flame proofing treatments

2.9.2.1. Flame proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame **test** in NFPA 705, "Recommended Practice for a Field Flame Test for Textiles and Films".

Subsection 2.9.3. Fire Hazards and Control

Combustible materials

2.9.3.1. Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a **tent** or **air-supported structure** used for an **assembly occupancy**, except that sawdust and shavings are permitted to be used if kept damp.

Smoking and Open Flames

2.9.3.2. Smoking and open flame devices shall not be permitted in a **tent** or **air-supported structure** unless provisions have been made for such activities under the fire safety plan.

Fire Alarm System or Fire Watch

2.9.3.3. (1) Despite Article 2.9.1.1., if a **tent** or **air-supported structure** does not have a fire alarm system that conforms to the **Building Code**,

(a) it may have an **approved** fire alarm system that does not conform to the **Building Code** where the reliability and performance of the system will provide an adequate early warning level, or

(b) a person shall be employed for fire watch duty.

2.9.3.4. (1) A person employed for fire watch duty in accordance with Article 2.9.3.3. shall

(a) be familiarized with all fire safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of **exits**, and

(b) patrol the area to ensure that the **means of egress** are kept clear and that regulations are enforced.

Communications Systems

2.9.3.5. When the conditions of Article 2.9.3.3. apply, an **approved** communications system shall be provided.

SECTION 6.2 PORTABLE EXTINGUISHERS

Where required

6.2.4.1. (1) Portable extinguishers shall be provided to protect every **building (tents)**, each hazardous **occupancy** inside the **building** and each hazardous process or operation located outside.