

# Emergency Plan

INSERT EVENT NAME

INSERT EVENT LOCATION

INSERT EVENT DATE

Approved by Chief Fire Official: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduction

The Fire Safety Plan has been developed to assist supervisory staff and attendees to respond to a fire emergency effectively during [insert name of event and date].

Supervisory staff will be designated to carry out specific duties to protect the safety of the attendees.

## Scope

The fire safety plan has been prepared to provide supervisory staff, approval bodies, and other major stakeholders with an outline of the procedures, roles, and responsibilities to be followed in response to a fire emergency occurring within and around the tented area. Having such a plan in place is a prerequisite to obtaining a 'Municipal Building Permit', as set out in 'Tent Pre-Permit Clearance' document provided by the Building Department. A copy of the approved plan will be kept on site.

## Context & Background

Insert description of the event.

## Site

Insert information such as number, size and location of tents.

State who is installing tents

Insert set-up and take-down dates.

## Contacts

Insert names, roles, and contact information for supervisory staff (persons in charge of event or those with delegated responsibility).

## Emergency Communication Plan

All supervisory staff will have a safety meeting, prior to the event, to discuss fire exits, electrical set up, cooking, portable fire extinguishers and evacuation protocols. In the event of an emergency [insert name] will be designated to contact emergency services.

All supervisory staff will be given a briefing as to the location of exits, fire extinguishers and contacts as noted above.

## Fire Risks and Mitigation

To reduce the risk of a fire occurring and ensure adequate procedures and capable supervisory staff to minimize personal injury to event attendees the following practices will be implemented.

To reduce the likelihood of a fire occurring, we will:

- Declare entire property as non-smoking, and to enforce same.
- Use only tenting materials meeting appropriate fire-retardant standards – ULC & NFPA Standards.

- Prohibit the use of live candles. Flameless, battery-operated candles will be used.
- Ensure spot and floodlights (if used) are located an adequate distance from tent ceilings and walls.
- Ensure the pole tent anchoring system used is approved.
- Keep site garbage containers always serviced.
- Have an “authority presence” (ie: security guard) on site during the event and afterhours while the tent remains erected.
- Refreshment vehicles shall be inspected by the fire department prior to the event.
- Ensure all vendors using barbecues have:
  - up-to-date propane tanks
  - performed safety checks (no damage to hoses, connections leak tested)
  - cleaned the barbecue to minimize grease build-up
  - checked to make sure barbecue is not close to combustibles when in use

To reduce the risks in the event of a fire, we will:

- Have designated staff who would trigger the fire emergency procedures – CALL 911
- Ensure supervisory staff are trained on the use of fire extinguishers.
- Have appropriate fire extinguishers in key locations throughout the site.
- **Insert locations of portable fire extinguishers.**
- Have a fire route in place and emergency exit signs posted.
- Ensure that all fire extinguishers are properly in place and ready for use if needed.
- Have the emcee/announcer (if applicable) make frequent announcements during the event to ensure that there is no smoking in the tents, the aisles must be kept clear of chairs, where the fire exits are located and in the case of an emergency, how the tent will be evacuated.

## Emergency Fire Procedures, Roles and Responsibilities

The Head Supervisory Team will:

- Meet at Staff Assembly Point
- Communicate with Leads in each area below
- Leads will be directed to evacuate the affected area.
- Consult with the police officer/security guard to ensure 911 has been called.
- Take further direction from the Police Officer/Security Guard/Sr. Fire Official.
- Only if safe to do so, fight the fire to the extent possible using fire extinguishers with other trained production staff.
- If the situation worsens, it may be necessary to expand the evacuation area.

The **[Insert Supervisory Staff position]** will:

- Stop the performance, if appropriate, and direct stage crew to de-energize and isolate all applicable electrical circuitry.

- Give appropriate direction to the performers and patrons.
- Take further direction from the Police Officer/Security Guard/Senior Fire Official.
- Have all patrons moved to Assembly Point [identify assembly point]
- It may not be possible to control the actions of patrons. They can be encouraged to go to the assembly point but there is no guarantee they will comply
- Leads to work to evacuate their area of assigned responsibility and report that the area has been cleared (or conversely, someone is unable or refused to leave).

The [Insert Supervisory Staff position] will:

- Ensure all applicable tent exits are opened.
- Direct and assist people in evacuating the premises, if warranted.
- Consult with the police officer/security guard to ensure 911 has been called.
- Take further direction from the Police Officer/Security Guard/Senior Fire Official.
- Only if safe to do so, fight the fire to the extent possible using fire extinguishers with other trained staff.

The [Insert Supervisory Staff position] will:

- Open front exit gate
- Assist in the direction of people evacuating the tent and in those within the park.

The [Insert Supervisory Staff position] will:

- Close the bar immediately
- Make their bar area secure in case of the need to evacuate the site.
- Take further direction from the Police Officer/Security Guard/Senior Fire Official.
- Have all patrons moved to Assembly Point [identify assembly point]
- It may not be possible to control the actions of patrons. They can be encouraged to go to the assembly point but there is no guarantee they will comply
- Leads to work to evacuate their area of assigned responsibility and report that the area has been cleared (or conversely, someone is unable or refused to leave).

The [Insert Supervisory Staff position] will:

- Stop food services immediately
- Turn off barbecues and shut off fuel sources
- Make the food service area secure in case of the need to evacuate the site. Take further direction from the Police Officer/Security Guard/Sr. Fire Official.
- Inform all food vendors they must close immediately
- Move barricades to allow for easy access for emergency vehicles
- Have all vendors and patrons moved to Assembly Point [identify assembly point]

- It may not be possible to control the actions of patrons. They can be encouraged to go to the assembly point but there is no guarantee they will comply
- Leads to work to evacuate their area of assigned responsibility and report that the area has been cleared (or conversely, someone is unable or refused to leave).
- Vendors to assist by confirming their tent or area has been evacuated

[Include any other Supervisory Staff responsibilities]

## Inclement Weather Plan

It is our plan to encourage that...

- All patrons, vendors, production staff [include all positions] take cover in their vehicles or nearby available building [specify location]
- All traffic in/out of the venue will be stopped in case of Emergency.
- If bad weather is in the forecast, the [assign position] will be responsible for initiating the call to “shut down” or “take cover”.

The Head Supervisory Team will:

- Meet at Staff Assembly Point
- Communicate with Leads in each area below
- Consult with the police officer/security guard to ensure 911 has been called, if necessary.
- Take further direction from the Police Officer/Security Guard/Sr. Fire Official.
- Assemble in Staff Assembly Point [identify location] once work is done

The [Insert Supervisory Staff position] will:

- Stop the performance, if appropriate, and direct stage crew to de-energize and isolate all applicable electrical circuitry.
- Give appropriate direction to the performers. Send them to their vehicles
- Take further direction from the Police Officer/Security Guard/Sr. Fire Official
- Lower any tents to lowest level
- Assemble in Staff Assembly Point [identify location] once work is done

The Bar Manager will:

- Close the bars immediately.
- Make their bar area secure in case of the need to evacuate the site.
- Lower any tents to lowest level
- Assemble in Staff Assembly Point [identify location] once work is done

The [Insert Supervisory Staff position] will:

- Stop food services immediately

- Turn off barbecues and shut off fuel sources
- Make the food service area secure in case of the need to evacuate the site.
- Have all vendors and patrons moved to their vehicles
- Lower any tents to lowest level
- Assemble in Staff Assembly Point [identify location] once work is done

[Include any other Supervisory Staff responsibilities]

## Portable Extinguisher Instructions

Portable extinguishers can be a lifesaving tool and prevent the spread of fire, saving 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 FOUR CLASSES OF FIRE

- A: Ordinary combustibles (wood, paper, plastics, etc)
- B: Combustible liquids (oils, gas, cooking oil, etc)
- C: Electrical (energized equipment – appliances, wiring, etc)
- D: Combustible metals (aluminum, magnesium, zinc, etc)
- K: Combustible Cooking Media (fats, grease, oils)

It is extremely important to choose the proper rated fire extinguisher for the class of fire that is burning.

### BASIC OPERATION (PASS)

P: Pull the safety pin (usually a twist-pull action)

A: Aim the nozzle, horn or hose at the base of the fire

S: Squeeze the trigger handle

S: Sweep from side to side (watch and ensure the fire will not re-ignite)

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 to the fire area. Call the Fire Department to have them 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 is only used for a few seconds). Have it recharged by a service company.

Always keep an exit at your back. Do not get trapped.

Only persons who have been properly trained and feel confident in use of an extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to severe injury or death.

Attempting to extinguish a fire is a voluntary act.

## Training of Staff

An instruction and review session will be provided and scheduled prior to the event. Supervisory staff will be required to read the Fire Safety Plan and understand his or her respective duties. Any person with delegated responsibilities will be provided with this document. They must read and acknowledge their understanding of the assigned duties.