



FIRE PREVENTION DIVISION

FIRE SAFETY FACTS FOR FESTIVAL / SPECIAL EVENTS ORGANIZERS

The following fire safety information has been compiled to facilitate the planning of your festival/special event. The requirements listed below reflect the minimum fire safety standards for an outdoor venue. They are essential for the protection of the public and staff manning booths and displays.

It is hoped that with your cooperation and assistance, all vendors will comply with the requirements to ensure a safe environment for the public to enjoy the unique flavour of your event.

1. Tents and air-supported structures may require to be erected in accordance with the Ontario Building Code and under permit from the City of Hamilton Building Division. Contact the Building Division for further information at 905.546.2424 x2720.
2. All tents used by the public shall be fire retardant treated and a certificate to this effect is to be in your possession and on site that can be made available to the Hamilton Fire Department if requested.
3. All electrical equipment used on site is to be C.S.A. approved or Electrical Safety Authority labelled and maintained in proper working order. All electrical installations and connections to existing electrical distribution panels or services are to be done under permit from the Electrical Safety Authority – 400 Sheldon Dr., Unit 1, Cambridge ON N1T 2H9 (Ph – 1.877.372.7233) www.esasafe.com
4. All stalls/booths/tents used by the public as a place of assembly (e.g. beer tents or food tents) are to be equipped with multi-purpose portable fire extinguishers rated at 2A 10BC. Extinguishers are to be located so that the maximum travel distance to an extinguisher does not exceed 25m.
5. All propane fuelled equipment is to be installed in accordance with the Propane Storage and Handling, O.Reg. 211/01 under the TSSA. All spare and connected propane cylinders are to be kept upright and secured in such a manner as to prevent them from tipping over.
6. Any flammable or combustible liquids on site are to be kept away from sources of ignition and kept out of direct sunlight to prevent spillage as a result of expansion.
7. Charcoal braziers and barbecues are to be extinguished at the close of each festival/event day and the ashes and coals disposed of in metal containers used solely for this purpose. Charcoal braziers and barbecues are to be protected to prevent people from accidentally coming in contact with them.
8. A copy of an approved Fire Safety Plan shall be posted at the entrance to, and inside of, all tents and air-supported structures having a capacity greater than 30 persons. The attached plans can be utilized to satisfy this requirement. Please choose the appropriate Fire Safety Plan and insert the address in the blank section.
 - a) **Fire Safety Plan Appendix 'A'** applies to tents and air-supported structures where the AGCO licenced capacity does not exceed 150 persons or does not exceed a capacity of 300 persons for non-AGCO licenced functions.



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- b) **Fire Safety Plan Appendix 'B'** applies to tents and air-supported structures where the AGCO licenced capacity exceeds 150 persons or the capacity exceeds 300 persons for non-AGCO licenced functions, in tents/air-supported structures not equipped with a fire alarm system.
 - c) **Fire Safety Plan Appendix 'C'** applies to tents and air supported structures equipped with a fire alarm system.
9. If a fireworks display is planned for your festival/event and your organization is responsible for the display, it will be necessary to make application for the purchase of display fireworks. This application is available from display Fireworks Supervisors or fireworks manufacturers and takes approximately one month to process through the various levels of government and agencies involved.
 10. Use of municipal fire hydrants for potable water supplies must be approved by the Finance Department. Permit applications can be obtained by calling 905.546.2424 x4443. The Hamilton Fire Department has no authority for non-firefighting use of hydrants.
 11. Smoking and open flame devices shall not be permitted in a tent or air-supported structure.
 12. Open air burning (bonfires, fires contained in a non-combustible barrel, etc.) are not permitted by the Ontario Fire Code unless otherwise approved by the Chief Fire Official. If open air burning is being considered, please contact the Hamilton Fire Department, Fire Prevention Division. for details on open air burning regulations/bylaws.

For additional information / questions contact us

Hamilton Fire Department, Fire Prevention Division (55 King William St., Hamilton)
905.546.2424 x1380
8:30 a.m. – 4:30 p.m. Monday to Friday
email Fire.Prevention@hamilton.ca

We look forward to assisting you with the preplanning necessary for a safe and successful festival/event.

Appendix 'A'
Tents / Air-Supported Structure Not Equipped with Fire Alarm System
and

AGCO capacity <150 person, or
non-AGCO capacity <300 persons

FIRE SAFETY PLAN
PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE:

- A) ALERT THE SUPERVISORY STAFF WHO WILL HAVE THE TENT/STRUCTURE EVACUATED IMMEDIATELY BY CALMLY NOTIFYING ALL OCCUPANTS OF A FIRE CONDITION.
- B) WHEN YOU ARE WARNED OF A FIRE LEAVE THE TENT/STRUCTURE IMMEDIATELY BY THE NEAREST AND SAFEST EXIT.
- C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

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- ◆ THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE TENT OR STRUCTURE.
 - ◆ IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER NOTIFYING ALL OCCUPANTS AND PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA.
 - ◆ ALL FIRE HAZARDS IN THE TENT/STRUCTURE SHALL BE CONTROLLED AND ELIMINATED.
 - ◆ THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE TENT/STRUCTURE IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

COPIES OF THIS PLAN SHALL BE POSTED INSIDE AND OUTSIDE
OF THE TENT / AIR - SUPPORTED STRUCTURE

Appendix 'B'
Tents / Air-Supported Structure Not Equipped with Fire Alarm System
and

AGCO capacity >150 person, or
non-AGCO capacity >300 persons

FIRE SAFETY PLAN

PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE:

- A) ALERT THE SUPERVISORY STAFF WHO WILL HAVE THE TENT/STRUCTURE EVACUATED IMMEDIATELY BY CALMLY NOTIFYING ALL OCCUPANTS OF A FIRE CONDITION.
- B) WHEN YOU ARE WARNED OF A FIRE LEAVE THE TENT/STRUCTURE IMMEDIATELY BY THE NEAREST AND SAFEST EXIT.
- C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

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- ◆ THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE TENT OR STRUCTURE.
 - ◆ IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER NOTIFYING ALL OCCUPANTS AND PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA.
 - ◆ ALL FIRE HAZARDS IN THE TENT/STRUCTURE SHALL BE CONTROLLED AND ELIMINATED.
 - ◆ THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE TENT/STRUCTURE IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

**COPIES OF THIS PLAN SHALL BE POSTED INSIDE AND OUTSIDE
OF THE TENT / AIR - SUPPORTED STRUCTURE**

Appendix 'B' cont'd
Tents / Air-Supported Structure Not Equipped with Fire Alarm System
and

AGCO capacity >150 person, or
non-AGCO capacity >300 persons

Based on the capacity of the tent/air-supported structure:

A minimum of one person shall be appointed as a firewatch and be familiar with all features of the tent / air-supported structure including the Fire Safety Plan.

The person(s) designated as the firewatch shall:

- Patrol all areas during the function to ensure all exits are maintained clear of obstructions
- Have a portable communications device (i.e. cell phone) to allow immediate contact with the Fire Department in an emergency
- Contact 911 giving the proper facility address and any known details of the nature of the emergency
- Have a suitable audible device (i.e. air horn or loudspeaker) to be activated in the event of a fire emergency
- Activate the audible device in any fire emergency (including unusual smoke or heat conditions)
- Direct people to the nearest, safest exit
- Silence any music or other background noise as applicable
- Be clearly identified using a hat or vest designating a person(s) as firewatch

Appendix 'C'
Tents / Air-Supported Structure Equipped with Fire Alarm System and
AGCO capacity >150 person, or
non-AGCO capacity >300 persons

FIRE SAFETY PLAN

PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE:

- A) CALMLY NOTIFY ALL OCCUPANTS IN THE IMMEDIATE AREA OF A FIRE CONDITION.
 - B) IF SAFE TO DO SO, LEAVE THE TENT/ STRUCTURE IMMEDIATELY BY THE NEAREST AND SAFEST EXIT.
 - C) SOUND THE ALARM BY ACTIVATING A MANUAL PULL STATION.
 - D) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
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IF YOU HEAR AN ALARM OR ARE NOTIFIED OF A FIRE:

- A) IF SAFE TO DO SO, LEAVE THE TENT/ STRUCTURE IMMEDIATELY BY THE NEAREST AND SAFEST EXIT
 - B) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
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- THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE TENT OR STRUCTURE.
- IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER SOUNDING THE ALARM AND PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA.
- ALL FIRE HAZARDS IN THE BUILDING SHALL BE CONTROLLED AND ELIMINATED.
- ALL BUILDING FACILITIES PROVIDED FOR THE SAFETY OF OCCUPANTS SHALL BE MAINTAINED AND TESTED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE ONTARIO FIRE CODE.
- DURING ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT AND SYSTEMS OR PART THEREOF, THE PERSON IN CHARGE WILL ARRANGE FOR HOURLY ROUNDS OF THE AFFECTED AREAS TO BE CONDUCTED. A LOG BOOK RECORDING THESE HOURLY ROUNDS IS TO BE MAINTAINED.
- THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE TENT / STRUCTURE IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

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