

Windsor Fire & Rescue Services, Fire Prevention Division

Special Events Policy & Procedure

The public expects that events they attend meet an appropriate level of safety for themselves and their families. The special events policies and procedures prepared by the fire services are meant to be an aid to the event organizers and convenors to ensure the event is successful and safe.

If a special event includes cooking or heating in tents, street closings or the discharging of high-powered fireworks, organizers must ensure that the applicable fire prevention measures are taken as outlined below. This includes obtaining a permit to discharge fireworks and having an approved fire safety plan.

If there is information that requires clarification, please call the Chief Fire Prevention Officer at 519-253-6573

TENTS AND AIR SUPPORTED STRUCTURES

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

Building Permits: A building permit is required to erect a tent in excess of 60m²(645 Sq. Ft.). The permit is obtained from the Building Department, 350 City Hall Square West, 4th Floor, Windsor, ON N9A 6S1 and the tent must meet Building Code requirements.

Fire Safety Plan: A Fire Safety Plan is required for tents in excess of 30m² (322 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form (included), appropriate to tent structure for your convenience. Fire Safety Plans shall be submitted for approval by Windsor Fire & Rescue Services at least two weeks prior to the event.

Portable Fire Extinguishers: Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided shall be appropriate for the hazard - deep frying activities require an appropriate Class K type that has been serviced in the past 12 months.

Exit Signs: Exit signs are required for each designated exit. Commercially available card type signs are acceptable.

Emergency Lighting: Emergency lighting must be provided and maintained for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Fire Watch: Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the Fire Safety Plan. This shall be done through a systematic series of tours through the identified structure. The person shall have a means to communicate with the occupants in the structure, the other person(s) employed to perform fire watch and also the fire department (**911**).

Smoking and Open Flame: Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

Heating & Cooking: Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy of other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701/705 or Note 4 of Test Method 27 .1 of the CAN 24.2 or CAN/ULC S-109. This equipment must not be located adjacent to exits or access to exits. This applies to ALL sizes of tents.

All Mobile Food Vendor including Truck and Trailers must comply with the provisions of Appendix A of the Fire Prevention portion of the Special Events Manual.

All FOOD vendors in tents (applies to all sizes) using fuel fired appliances (propane, natural gas, wood, or otherwise) must comply with the provisions of Appendix B

All Non FOOD vendors in tents (applies to all sizes) must comply with the provisions of Appendix C

Failure to comply with the Fire Prevention Special Events Policy & Procedure may result in your removal from the property, or be charged under the *The Fire Protection and Prevention Act* which if convicted, can result in a fine of not more than \$50,000.00 and or up to one year in jail.

Compressed Gas Cylinders: All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure. All propane cylinders must be secured and stored outside the tent or air supported structure in a safe well-ventilated location.

STREET CLOSING

All street closings must be in conformance with the requirements of the Traffic Engineering Department and the Windsor Police Service to ensure that:

- a. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
- b. All hydrants remain visible and not be obstructed in any manner, leaving at least a 3m radius around each hydrant.
- c. A 6m (20ft) wide emergency lane shall be provided.
- d. All standpipe connections are visible and accessible.

DISCHARGING OF HIGH POWERED FIREWORKS

Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division. The listing of products to be fired **MUST** be submitted to Fire Prevention a minimum of 3 weeks prior to the event.

The applicant must indicate that a Canadian certified pyrotechnician will be on the site for your event and provide a valid supervisor card and number with an expiry date in conformance with the fireworks manual of the Explosive Division, Department of Energy, Mines and Resources.

The person discharging the fireworks must also be in conformance with The Corporation of the City of Windsor By-Law, Discharge of Fireworks and the Explosives Act (Canada) and its regulations made there under.

FUEL SAFETY

The following requirements for using propane appliances and equipment were established by the Technical Standards & Safety Authority, 4th Floor, West Tower, 3300 Bloor Street West, Toronto, Ontario MBX 2X4. The telephone number for information about the Fuel Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers and guidelines for using heating and cooking equipment at public gatherings.

Approval Requirements

Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC) to name a few. Contact TSSA if there is a question about an appliance approval.

1. CGA-Canadian Gas Association
2. CSA-Canadian Standards Association
3. ULC- Underwriters Laboratory Canada
4. Warnock Hersey
5. T.S.S.A. Fuels Safety

Common Safety Concerns

Common safety concerns associated with propane include:

1. Equipment has not been maintained by a qualified and ticketed Registered Contractor.
2. Cylinders do not have clearly marked test dates less than 10 years from current date.
3. Inadequate clearances from appliances to combustibles.
4. Improperly supported and protected regulators, hose and piping.
5. Unsecured cylinders (to be chained in upright position).
6. Maximum hose length of 10 feet is often exceeded.
7. Unused piping and valve openings are not capped.
8. Certified hose and hose assemblies are often not used.
9. The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

Fuel Containers for Gasoline and/or Diesel Powered Generators

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

1. The Transportation of Dangerous Goods Regulations (Canada)
2. CSA-8736, "Portable Containers for Gasoline and Other Petroleum Fuels"
3. ULC/ORD-C30, "Safety Containers". All approved containers will be imprinted or labelled with the appropriate approving organization

Guidelines for Heating and Cooking Equipment Use at Public Gatherings

Fuel Suppliers

1. Where fuel is supplied to a site and NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders (a) are in good safe condition, and (b) are properly stored, and
2. Are connected to an appliance by the supplier. The supplier shall ensure that
 - (a) the cylinder is properly installed and that connections are leak free,
 - (b) the equipment is in safe operating condition,
 - (c) the installation complies with the applicable code.

Rental Equipment & Accessories

Where equipment is leased, rented or loaned to a person or organization, the owner shall:

- (a) provide documentation affirming that the equipment is in safe working condition and certified,
- (b) provide adequate training/explanation to ensure that the lessee is aware of the hazards of operation and the proper procedures to take when installing/using the equipment.

Equipment Users

Where a person or organization intends to use propane, natural gas or other hydrocarbon fuelled equipment at a public event, the person responsible shall,

- (a) ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and provincial)
- (b) that the equipment is installed/operated in a safe manner,
- (c) that all persons operating the equipment are trained in its safe use and their duties and emergency Procedures
- (d) where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use,
- (e) equipment must be certified for use by any one of the following:
 - Canadian Gas Association (CGA)
 - Underwriters Laboratories of Canada (ULC)
 - Underwriters Laboratories Inc. (CUL)
 - Warnoch Hersey (WH)
 - Canadian Standards Association (CSA)
 - International Approval Services (IAS)
 - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario
- (f) special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction.

Open flame construction heaters are **not to be used to heat structures utilized for a fair or event

ELECTRICAL SAFETY

Electrical Cords

All electrical cords to be utilized at any event shall be CSA or ULC approved cords. Ensure that the cords are not frayed/damaged or pinched. A power bar shall be utilized if there are multiple items to be plugged in, so as not to create a hazardous situation.

Generators

Where a person or organization intends to use a generator to supply power, it is imperative to note that any generator 12 KW or greater, is required to have an electrical permit, and a resulting inspection prior to event start. The organizer is responsible for obtaining the permit and arranging for the inspection. The Electrical Safety Authority can be contacted at 1-877-ESA-SAFE (1-877-372-7233) to arrange for permits and inspections. If the generator you are utilizing is less than 12KW, ESA will also come out for an inspection to verify that it is connected properly.

** Never refuel a generator while it is running –turn it off and let it cool down. Generators must have open air for the exhaust fumes to dissipate to avoid any chances of carbon monoxide build up-never run in an enclosed space.

ROLES & RESPONSIBILITIES

Fair/Event Organizers

Fair/event organizers shall:

- a) Ensure the fire safety plan, including site diagram and emergency evacuation procedures, is provided to the fire department a minimum of two(2) weeks in advance of the event for approval
- b) Ensure a sufficient number of trained staff are on site and able to implement the emergency evacuation directions listed in the fire safety plan.
- c) Ensure all prospective exhibitors aware of all rules and requirements for the event prior to set-up
- d) Ensure the fire route and water supply(hydrants) for the site are kept clear at all times to provide access for emergency vehicles
- e) Ensure that exhibitors have all required safety/operator documentation where applicable,
- f) Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- g) Arrange for pre-event inspections as required: Fire Department, TSSA, and the ESA.
- h) Ensure that all required safety/operator documentation where applicable is available for review by authority having jurisdiction.

Facility Operators

- a) Ensure that the event can be safely accommodated by the facility,
- b) Ensure that prospective users are made aware of all local requirements prior to the event,
- c) Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d) Ensure that equipment to be utilized throughout the event is done so according to the manufacturer's specifications.

Exhibitors/ Vendors

- a) Ensure that staff are aware of the rules and requirements for the event
- b) Ensure that the fire safety plan(if required) for tents within the larger venue have been completed and submitted for approval to the fire department two weeks in advance. If the event includes existing bars/restaurants, etc, and they have an extension on their existing licence and extension must also be made on the existing fire safety plan to encompass the extended area.
- c) Ensure that all staff have training in the fire safety plan if required
- d) Ensure that staff have training in the operation of any fire protection equipment in the tent of which they are working
- e) Ensure that equipment to be utilized throughout the event is done so according to the manufacturer's specifications.
- f) Arrange for pre-event inspections as required: Fire Department, TSSA, and the ESA.
- g) Ensure that all required safety/operator documentation where applicable is available for review by authority having jurisdiction.

FIRE SAFETY PLAN FOR TENTS

Applicable to all commercial use tents having an area in excess of 320 sq. ft or 30m2. This is to be submitted to the Fire Department for approval two weeks prior to the event and is to include a site plan/tent drawing.

LOCATION AND/OR ADDRESS WHERE TENT IS SET UP: <i>(Please print)</i>	
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1. Location of nearest telephone to call 911: _____ *(can be cell phone)*

2. Number, type and location of portable fire extinguishers provided:
 - a) Number _____
 - b) Type(s) _____
 - c) Location(s) _____

3. Name of trained individual(s) employed for fire watch duty:

Such duties to include keeping the means of egress and fire route clear, enforce the no smoking or open flame devices regulation, notification to patrons and Fire Department if fire emergency.

4. Number of exit signs posted: _____. *Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.*

5. Has emergency lighting been tested? Yes ___ No ___ By whom? _____ *Applicable to night-time tent use only.*

6. Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes ___ No ___ *Relative to the tent, where would these devices be located? Must not be located adjacent to an exit or access to an exit.*

7. Has a building permit for the erection of this tent been obtained? Yes ___ No ___

8. Describe the procedures that will be followed by staff in the tent to effect an efficient evacuation of occupants in an emergency(may attach an extra page if required):

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved: _____ Dated: _____

Appendix A



SPECIAL EVENTS MOBILE FOOD VENDORS CHECKLIST

MOBILE FOOD VENDORS UTILIZING PROPANE FIRED COOKING EQUIPMENT (TRUCK OR TRAILER)

A - Vent Hoods

- All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No.18MSG (1.09mm) steel. **NO** galvanized metal is acceptable
- All seams and joints must be liquid tight.
- All hoods must be vented to the exterior of the vehicle by one of the following methods:
 - Venturi Vent
 - A listed electrical fan

B - Fuel Supply for Cooking Equipment

- All fuel fired equipment shall be certified by a qualified service company annually. A letter of certification must be supplied by the service company.
- Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario

C - Fire Protection

- All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.
- These systems must be serviced and tagged annually by a qualified service technician.
- At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.
- These extinguishers must be serviced and tagged annually by a qualified service technician.

D - Exiting

- A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

E - Cleaning

- All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.

F – Other Documentation Required

- A copy of the TSSA Director's Order FS-056-06 Mobile Food Service Equipment checklist must be available on site for review by the authority having jurisdiction.

Appendix B



SPECIAL EVENTS FOOD VENDOR TENTS CHECKLIST

Name of Event: _____

Name of Vendor: _____

Responsible Person: _____ Phone #: _____

As a condition of approval for vendors to attend or participate in the special event hosted on City of Windsor property, the event organizer is obligated to ensure that all vendors comply with the following requirements

(1) Cooking Activities:

- Any cooking activity within any enclosed tent is prohibited.
- Public access is prohibited under any open sided canopy used to cover cooking.
- Fuel fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and or any tent unless the appliance is labelled for specific clearance to combustibles.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109-M.**
- A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12 months shall be provided for any cooking activity other than deep fat frying.
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12 months for **any deep fat frying.**

(2) Fuel Safety Concerns: (Propane, Natural Gas etc)

- The event organizer shall arrange for a general inspection by the TSSA (Technical Standards and Safety Authority) of all vendors utilizing fuel fired cooking appliances.
- Vendors with propane fired equipment must have a Mobile Food Service Equipment inspection completed and a copy of the report on site. Vendors that have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.

(3) Other Documentation Required:

- A copy of the TSSA Director's Order FS-056-06 Mobile Food Service Equipment checklist must be available on site for review by the authority having jurisdiction.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer.

Signature: _____ Date: _____

Appendix C



SPECIAL EVENT NON FOOD VENDOR TENT CHECKLIST

Name of Event: _____

Name of Vendor: _____

Responsible Person: _____ Phone #: _____

As a condition of approval for vendors to attend or participate in the special event hosted on City of Windsor property, the event organizer is obligated to ensure that all vendors comply with the following requirements

(1) Portable Fire Extinguisher Protection:

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technicians tag attached certifying maintenance within the last 12 months.

(2) Vendor Tents

If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:

- Have an aggregate area of less than 60sq. m. (645sq. ft.) - larger tents require a building permit.
- Must be labelled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 24,2 or CAN/ULC S-109-M.
- Multiple tents in groupings shall not exceed a maximum area of 60sq. m. (645sq. ft.) without a minimum 3 meter fire break separating the grouping from other tents or structures.

(3) Electrical Service and Installation:

- Any electrical work (service/generator supply, box or panel connections, lighting appliances etc) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA
- All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of the electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event, if one is being applied for.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer.

Signature: _____

Date: _____

WINDSOR FIRE & RESCUE SPECIAL EVENTS CHECKLIST

Date of Inspection:	Date of event:
WFRS Inspector:	Location of event:
Person Contacted:	Vendor/Owner Operator:

REQUIREMENTS	YES	NO	N/A
PORTABLE FIRE EXTINGUISHERS			
1) PORTABLE FIRE EXTINGUISHERS SUPPLIED?			
2) PORTABLE FIRE EXTINGUISHERS PROPER RATING & TYPE?			
3) PORTABLE FIRE EXTINGUISHERS PROPERLY SERVICED?			
BBQ'S & OTHER COOKING EQUIPMENT			
1) PORTABLE FIRE EXTINGUISHERS LOCATED IN THE COOKING AREA?			
2) ARE CANOPIES COVERING THE COOKING EQUIPMENT CERTIFIED?			
3) IS THERE A METHOD TO CONTROL FLARE UPS?			
4) IS THE AREA FREE OF COMBUSTIBLES?			
FUEL SUPPLY (<input type="checkbox"/> N/A)			
1) COOKING FUEL SYSTEM INSPECTED WITHIN THE LAST YEAR?			
2) FUEL TANKS PROPERLY STORED & PROTECTED?			
IGNITION SOURCES			
1) NO SMOKING SIGNS INSTALLED?			
2) TEMPORARY WIRING USED PROPERLY?			
3) HEAT PRODUCING EQUIPMENT USED PROPERLY?			
4) NO OPEN FLAMES (other than that used for cooking?)			
FIRE SAFETY PROCEDURES			
1) FIRE SAFETY PLAN/PROCEDURES RECEIVED & APPROVED?			
2) FIRE SAFETY PROCEDURES & EQUIPMENT USE TRAINING IMPLEMENTED WITH STAFF?			
TENTS			
1) FLAMMABILITY RATINGS MET?			
2) EMERGENCY LIGHTING PROVIDED?			
3) EXIT SIGNAGE PROVIDED?			
FIRE DEPARTMENT ACCESS			
1) ACCESS CLEAR OF STRUCTURES/VEHICLES?			
2) WATER SOURCE ACCESSIBLE?			
3) STANDPIPE CONNECTIONS ACCESSIBLE?			