

TENT & OUTDOOR FESTIVAL

FIRE SAFETY PLAN

Revision Date: October 2019

Tents - Fire Safety Plan

Scope

A Fire Safety Plan is required for each tent event project within University facilities and shall comply with The National Fire Code, Alberta Edition, section B 2.9, "Tents and Air Supported Structures".

Fire Safety Plan

1. The applicant, along with their staff shall be familiar with this Fire Safety Plan and its requirements.
2. Applicants, their staff, and guests shall not engage in activities that cause a fire hazard.
5. During an emergency the applicant, their staff, along with their guests, will exit the tent and call 911.
6. When reporting a fire, give your name, location of fire, name of building near tent, and be prepared to verify any details.
7. The applicant shall be responsible to submit this Fire Safety Plan (signed by applicant) before commencement of any event function.

Fire Extinguishers

1. The Applicant shall supply their own fire extinguishers necessary to protect the event in an emergency.
2. The Applicant and their personnel shall make themselves aware of the fire extinguisher locations and safe operating procedures.

Blockage of Roadways, Corridors, Exits

1. The event organizer will advise Environment Health and Safety of any function and/or apparatus that will impede fire apparatus response. This includes fire lane closures, or blocked bollards (fire gates), and erecting of barricades.

- Smoking and open flame is not permitted in tents

Rubbish and Waste Materials

1. Organizers will keep rubbish and waste materials to a minimum.
2. Organizers will not burn rubbish or other waste materials
3. Organizers will keep combustible outdoor storage at least 5 m from the tent.

Flammable and Combustible Liquids

The current **National Fire Code, Alberta Edition - Section B Part 4** governs the handling, storage and use of flammable and combustible liquids

NOTE: Spill and containment kits (if required), shall be immediately available. Absorbent material shall be non-combustible or conform to ULC/ORD-C410A "Absorbents for Flammable and Combustible Liquids". The organizers shall dispose of waste liquid or absorbent material in a safe manner that does not contravene the Alberta Fire Code.

Hazardous Operations

1. The University is to be advised of any welding, cutting or soldering operations prior to a Hot Work permit being issued. (see University Hot Works Policy)
2. The use of heaters or other forms of heat generating equipment requires prior approval from the University. Gasoline or propane fired equipment must not be used except approved heaters for tents.
3. Where flammable liquids and gases are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Prevention Coordinator is to be informed prior to and at the cessation of such activity.

Questions and/or Clarification

Any questions or clarification on Fire Safety issues shall be directed to shall be directed to Emergency Management at oem.manager@ualberta.ca

Fighting Fires and Rescue

1. If the fire is small or in its earliest stages and can be fought effectively and safely with the available fire extinguishers, then trained persons may attempt to extinguish the fires.

Contact 911, then Protective Services at 780-492-5050

IN CASE OF FIRE SIGN

in case of fire

- **evacuate area**
- **CALL 911**
- **proceed to muster point**

CALL 911