



# **FIRE SAFETY PLAN – TENT**

## **West Perth Fire Department**

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**PREPARED/SUBMITTED BY:**

**PREPARED FOR THE FOLLOWING STRUCTURE/PROPERTY:**

**DATE OF EVENT (if more than one day, indicate start date):**

**NUMBER OF DAYS OF EVENT:**

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## **SECTION A**

### **KEY CONTACT PERSONS**

**NAME AND ADDRESS OF STRUCTURE/TENT OWNER:**

**NAME AND ADDRESS OF RENTER/APPLICANT:**

**RENTER/APPLICANT EMAIL ADDRESS:**

**RENTER/APPLICANT PHONE NUMBER:**

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## **SECTION B**

### **AUDIT OF TENT RESOURCES**

**Nearest Fire Station:**

**Distance between tent and nearest fire station (in KM):**

**Nearest Water Supply:**

(e.g. Hydrants, Underground Water Tank, Above Ground Water Tank, Natural Source - pond, river, Residential - garden house)

**Distance between water supply and tent (in feet):**

**Date of Set Up/Construction:**

**Area (square meters) of tent:**

**Number of floors/levels:**

**Is proof of flame-spread rating (NFPA 705) posted on location (e.g. label on tent)?**

**Describe how attendees would be alerted in the event of a fire:**

**Confirm the presence of the following emergency lighting:**

- Exit Signs
- Emergency Lighting (Required if more than 60 occupants)

**List the number and location of all portable fire extinguishers located in the tent (max. 25 m travel distance):**

**Has the Municipal/911 address been clearly posted inside the tent?**

**Designated evacuation area in the event of a fire:**

Describe any other fire protection measures, if any:

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## **SECTION C**

### **Instructions to Occupants and Staff on Fire Procedures**

#### **INSTRUCTIONS FOR STAFF**

##### **UPON DISCOVERY OF FIRE:**

1. Confine fire.
2. Sound the fire alarm by shouting "FIRE"
3. CALL 911 and give the location.
4. Assist all occupants to leave tent via exits – remain calm
5. Meet to be accounted for and to receive further instructions from fire department.

##### **UPON HEARING THE FIRE ALARM:**

1. Make sure all have evacuated the tent
2. Staff will assist any attendees with disabilities or mobility issues with evacuation
3. Carry out pre-planned assignments
4. Meet to be accounted for and to receive further instructions from the fire department

##### **UPON DISCOVERY OF FIRE:**

1. Notify supervisor; give location of fire, if known; ensure fire department is notified at 911
2. Shut off all electrical equipment in the area – coffee pots, etc.
3. Assist guests to safety
4. Remain calm; evacuate by nearest exit
5. Meet to be accounted for and to receive further instructions from the fire department

## **INSTRUCTIONS FOR ATTENDEES**

### **UPON DISCOVERY OF FIRE**

1. Sound fire alarm by shouting "FIRE"
2. All occupants leave tent immediately
3. Leave tent via nearest exit

### **UPON HEARING THE FIRE ALARM:**

1. Leave tent via nearest exit

**The above INSTRUCTIONS TO OCCUPANTS are posted at each exit and all staff have been trained on the above INSTRUCTIONS FOR STAFF.**

Yes

No

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## **SECTION D**

### **Fire Hazards and Controls**

#### **FIRE PREVENTION INSTRUCTIONS**

##### **GENERAL**

- Do not block fire routes
- Do not block exits
- Maintain aisle pass ways clear of obstructions
- The contents of containers for waste, rubbish and other debris shall be removed daily

##### **OCCUPANCY**

- Do not exceed maximum occupancy
- Maximum occupancy must be clearly posted inside tent

## ELECTRICAL EQUIPMENT

- Turn off and unplug all appliances not in use
- Inspect equipment regularly for frayed cords, damage, etc.
- Equipment must have a C.S.A. approval
- Beware of over fusing – 15 amp. Fuses or circuit breakers for receptacles and lighting circuits must not be exceeded.

## FLAMMABLE HAZARDS AND SMOKING

- Flammable/combustible liquids are not permitted in the tent
- No smoking allowed inside the tent – No smoking signs MUST be posted
- Establish a designated smoking area outside of the tent and provide proper butt disposal units/ashtrays

**I/we understand and agree to implement/enforce the above Fire Prevention Instructions and ensure attendees and/or staff are trained/notified where appropriate.**

Yes

No

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## SECTION E

### Fire Extinguishment, Control, and Confinement

If you discover fire, and after you have followed the "In Case of Fire" procedure, you may try to extinguish fire **only** if safe to do so. Use the nearest portable fire extinguisher, only if you have been trained in its use, and if you feel confident enough to safely control or extinguish the fire.

**CAUTION:** Do not attempt to fight fire alone; never let fire get between you and the way out and never turn your back on a fire. If you cannot extinguish fire safely, leave via the nearest exit.

**By checking each box, I/we confirm that the following actions will be taken before/during the event:**

- Training of all staff will be conducted.
- Section C instructions will be explained to occupants at the earliest opportunity.
- Fire extinguishers will be inspected.
- Emergency lighting will be tested.
- A written record of each of the above items will be kept.

**Attach supporting documents – Site plan (include exits), flame resistance certificate**

**Confirmation of information provided:**

I/we confirm that the information given in this form is true, complete, and accurate.

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Signature of Applicant:

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Date: