



## Quinte West Fire Department

- **Fire Safety Plan for Commercial tents having an area in excess of 30 square metres (320 square feet).**

1. Event name: \_\_\_\_\_

2. Tent location: \_\_\_\_\_

3. On-site contact name and cell phone number: \_\_\_\_\_

4. Number, type and location of portable fire extinguishers provided:

a) Number \_\_\_\_\_ Type(s) \_\_\_\_\_

b) Location(s) \_\_\_\_\_

5. Name and cell phone # of person / company employed for fire watch duty:

\_\_\_\_\_  
*(Note: Fire watch duties include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lessee.)*

6. Number of exit signs posted *(Note: Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc):* \_\_\_\_\_

7. Location of emergency lighting *(Note: Applicable to night-time tent use only):*

\_\_\_\_\_

8. Location of open flame devices such as gas heaters, barbecues and fuel-fired appliances in proximity to the tent. *(Note: Must not be located adjacent to an exit or access to an exit.)*

\_\_\_\_\_

9. Technical Standards and Safety Authority (TSSA) inspection date for fuel burning cooking and heating equipment. TSSA contact # - 1-877-682-8772. \_\_\_\_\_

10. Building permit number *(Note: Applicable for tents over 60 square metres):*

\_\_\_\_\_

11. Occupant load for the tent *(Note: Identify if a liquor license has been applied for and include permitted occupant load.)* \_\_\_\_\_

12. Contact information for person(s) and / or company providing the tent rental:

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

c) Phone: \_\_\_\_\_

13. Contact information for person(s) and / or group renting the tent:

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

c) Phone: \_\_\_\_\_

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 by: \_\_\_\_\_ Dated: \_\_\_\_\_

Greg King, Chief Fire Official