



Fire Safety & Community Risk Reduction Requirements & Checklist For Event Organizers Market Square

30 DAYS PRIOR TO THE EVENT

- ☐ Ensure that you have fully read and understand these Community Risk Reduction Requirements. Failing to follow these may result in delays in your event obtaining approvals or being permitted to open as scheduled.
- ☐ Should your event intend to include pyrotechnics an application for fireworks or pyrotechnics shall be submitted to the Fire Prevention Office by a licensed Fireworks Company. Fireworks are not permitted at Market Square
- ☐ Tents (or a group of tents) in excess of 60M² (645 Sq ft) in aggregate ground area, erected 3M or less from other structures will require a building permit from the City of St Catharines prior to being erected. Applications must be made for permits a minimum of 30 days prior to the event. Failure to obtain a permit may result in orders issued for construction without permit, and order prohibiting occupancy.
- ☐ Demountable stages, with an aggregate area more than 60m² and **any** part of its platforms is more that 3m in height above the adjacent ground level, the aggregate area of all platforms in more than 225m² or any part of the platforms or any roof, walls or structure attached to or located on any platforms of the demountable stage is m of more in height above adjacent ground level or installation of a demountable support structure where the support structure is more that 3m in height above adjacent ground level, or designed to carry a superimposed specified load greater that 115kg or would create a hazard to the public a building permit is required.
- ☐ Ensure that all food vendors have completed and submit the **Food Vendors Application** to St Catharines Fire Services. This form must be completed by all participating food vendors for each event that they are attending. Failing to submit application will result in vendors not being approved to operate.
- ☐ If the event will have food vendors, including those providing samples the organizer must provide notification, including a list of all food vendors to Niagara Regional Public Health. Ensure that all food vendors have submitted all required information to Public Health.
- ☐ Ensure all vendors have reviewed the Emergency Preparedness plan and the applicable Risk Reduction Requirements and Checklists.
- ☐ It is recommended that organizers and all vendors have in place adequate insurance for liability and other losses. The City of St Catharines is not responsible for losses to vendors or organizers.

DAY OF THE EVENT – INSPECTIONS

- ☐ Inspections of the event including vendors may be conducted by representatives of:
 - St. Catharines Fire Service
 - Niagara Regional Public Health

- Technical Safety Standards Association (TSSA)
- Electrical Safety Authority (ESA)
- St. Catharines Building Department

prior to or during the event to ensure compliance with the Community Risk Reduction Requirements and other applicable regulations. Vendors who fail to comply with these requirements, or any other applicable regulation, or who are not in full compliance at all times may be removed from the event/property and may be subject to inspection fees and or prosecution. The event organizer is responsible for the overall operation of the event and shall ensure that all vendors are in compliance at all times. Non-compliance may result in but shall not be limited to the denial of application for future events, fees for service as a result of inspection, prosecution.

- The organizer shall be responsible to ensure that the occupant load for the Market is not exceeded at any time. This shall include outdoor areas. The organizers shall maintain an accurate count of occupants at all times and shall provide the count upon request to Fire, Police, Alcohol and Gaming Ontario or City of St. Catharines Market or Special Events coordinator. The occupant load for the Markey Square building is:

<i>Mercantile use</i>	<i>191 persons</i>
<i>Exhibition Hall</i>	<i>252 persons</i>
<i>Where alcohol is served</i>	<i>643 persons</i>
<i>Alcohol with dancing</i>	<i>320 persons</i>

- The organizers shall be responsible to ensure adequate trained and identifiable staff are on-site to perform all duties outlined in the Emergency Procedures at all times. This shall include performing bag and ID checks where applicable.
- All aisles shall be kept clear at all times. Organizers shall ensure that displays, tables etc. do not extend into aisles at any time. This helps to ensure the free movement of customers including those with mobility devices.
- Be aware of the location of the buildings emergency exits which are located at each end of the building and are clearly identified by exit signs. These exits shall not be obstructed at anytime. Roll up doors are NOT emergency exits.
- Be aware of the location of portable fire extinguishers in the Market building. Fire extinguishers are located at each end of the building near the exits. The fire extinguishers are listed for use on ABC fire extinguishers, which means they can be used on any type of fires that may occur in the Market Building. Vendors are not permitted to set up in front of fire extinguishers as they must be clearly visible and accessible at all times.
- Any electrical appliance must be in good working condition, with no alterations and shall be listed for use in Canada. Electrical appliances listed for household use only or for non-commercial use are not permitted to be used. All electrical appliances not meeting these requirements will be required to be removed from the Market.
- Extension cords shall be in good condition with no visible signs of damage or alterations. All extension cords shall be listed for use in Canada and not be used outside of its rated listing. Extension cords shall not be ran across aisles or in a manner which will create a trip hazard for occupants of the market.
- Open flames are not permitted in the Market building with the exception of sterno fuel gels or similar for maintaining food or drink temperatures only. Booths using these devices shall have

fire extinguishers with a minimum rating of 2A10BC at their booth and no combustibles including tablecloths unless flame retardant.

- Generators used by outdoor vendors shall be located a minimum of 3m from the Market Building. A portable fire extinguisher with a minimum 2A10BC rating shall be at all generators. Fuel for generators shall be located separate from generators. All generators shall be located to prevent the public from being able to come into contact with any moving parts hot parts.

Cooking Activities – General Requirements

- No cooking or reheating of foods that create grease laden vapors are permitted inside the Market Square.
- All appliances including barbecues shall be located or protected to ensure that the public is unable to come into contact with hot surfaces. All appliances shall be listed for use in Canada and shall have a clear and easily read listing label firmly attached to the appliance. NO appliances listed **“for residential use only”** shall be permitted.
- Food vendors shall be in compliance with the City of St. Catharines Open Air Burning By-law where applicable. This regulation includes the use of free standing barbecues.
- All cooking appliances shall be maintained in good operating condition and be kept clean of any combustible deposits (grease, soot) that could create a fire hazard.
- Sterno cans or fuel gels are not permitted in tents. They may be used in the Market Square provided they are located on solid stable surfaces only. Only flame retardant table cloths are permitted to be used as a table covering. The vendor shall have evidence of the flame retardancy on site for viewing. Liquid fuel gels may not be refilled inside any buildings.
- A portable fire extinguisher with a minimum 2A10BC rating shall be provided at each cooking location with the exception of those located in food trucks or trailers, which shall meet the specific fire extinguisher requirements identified in that section. All portable fire extinguishers shall have a tag attached showing the date of the last service (12 months) and the servicing company and technician. Vendors located in the Market Square and using an electric appliance for food or beverage temperature maintenance only are exempt from the requirement to provide a portable fire extinguisher at their booth.
- Niagara Public Health requires all food prep areas be covered by a canopy or tent. This does not apply to barbecues and Fryers. Fryers must however be protected to prevent rain or similar moisture from entering to prevent splashing. Where a canopy, tent or similar is used it shall meet all requirements outlined in the Tent Section of this document.
- It is recommended that emergency lighting is provided in all locations where food is prepared.
- Food trucks and trailers shall have at least two of their wheels chocked/blocked to prevent movement of the truck trailer at all times while operating.
- No food trucks/trailers shall be located within 3m of power lines or buildings.

Generators

- All generators used to provide power shall be listed for use in Canada.
- Generators shall be located a minimum 1m from all buildings, tents, fuel storage areas and vehicles.
- Generators shall not be operating while refueling.

- Generators shall be located and protected so as not to be accessible to the public
- A portable fire extinguisher with a minimum 2A10BC shall be located at each generator. Extinguishers shall be clearly visible and accessible at all times and shall have a tag by a qualified service company attached showing that it has been inspected in accordance with NFPA 10.

Tents

- Tents, canopies, umbrellas or similar covers may be used to protect cooking appliances or operations provided the public is prohibited from entering the covered area and at least two sides of the covered area are open at all times.
- A canopy, umbrella, or similar cover that becomes contaminated with grease and or carbon which may affect its flammability or fire resistance treatment shall be removed from service immediately.
- All tents used outdoors shall be provided with weights adequate to prevent movement of tents. Guideline based on 10x10 Canopy tents
 - Non-Windy Conditions 30-40lbs per leg
 - Windy Conditions 20-30MPH 50-75lbs per leg
 - Where winds are expected to exceed 30mph tents are not to be used.

Fire Extinguishers

- Portable fire extinguishers shall be provided at the following locations
 - All food vendors preparing food in accordance with the food vendors requirements
 - At all generators
 - All tents erected under a building permit. Number and placement as per the Ontario Building Code
 - Areas where electrical equipment is provided. (stages with electrical equipment present; lighting and sound booth)
- All portable fire extinguishers shall be a minimum of 2A10BC rating except where additional requirements are included as part of a specific approval or vendor requirement.
- Portable fire extinguishers shall be visible and easily accessible at all times. Fire extinguishers must have a tag affixed to the extinguisher showing that it has been serviced and maintained in accordance with NFPA 10 during the previous 12 months.

Vehicles – When Using Parking Lot for event

- Where the Market Square parking lot is utilized for event space in order to reduce the risk of injuries caused by moving vehicles and trailers, all vehicles to be located in the closed off area must be in position a minimum 30 minutes prior to the opening to the public and must remain until the close of the event. The movement of all vehicles is to be supervised by a spotter.
- Additional barrier requirements may be required based on event specific risk evaluations completed by St. Catharines Fire Services and or Niagara Regional Police.

- The parking lot shall be closed to prevent vehicle access by the use of barriers such as barricades. The use of caution tape, rope etc is not acceptable. These barriers shall be supervised to ensure they are not removed or relocated while the event operates.
- Vehicles, and trailers used to prepare food or where the public enters or is served from shall have their wheels chocked or blocked to prevent accidental movement.

Alcohol Policy

- The requirements of the Liquor License and Control Act shall be followed at all times.
- All persons serving alcohol shall be certified and have a current Smart Serve Certificate on site at all times.
- A method shall be put into place to ensure that alcohol is not sold, provided or consumed by persons under the age of 19. In an enclosed or fenced venue this may include the implementation of a wrist band policy.
- If determined at any time by a member of the Niagara Regional or Ontario Provincial Police, or an inspector with the Alcohol and Gaming Commission of Ontario that in the interest of public safety the continued sale or consumption of alcohol should be discontinued the Emergency Co-Ordinator shall order and oversee the closing of all points of service.

Bag & Persons Check

- Bag checks may be conducted based on a number of factors to ensure the safety of participants as well as to prevent prohibited items from entering the venue. Bag checks normally will include a visual check of the bag and all areas including pockets, and in some cases a physical check.
 - **Initial scan:** A visual scan of the bag's exterior, including zippers and pockets, to look for anything unusual or out of place.
 - **Weight and feel:** A quick check to assess if the bag feels heavier or more bulky than it appears.
 - **Opening the bag:** The bag is opened to expose its contents, often with the person present to view the search.
 - **Searching contents:** Each item is examined individually, with the goal of identifying any prohibited items or suspicious objects.
 - **Using tools:** In some cases, security personnel may use a stick or other tool to move items or inspect areas that are difficult to reach.
 - **Checking pockets:** All interior and exterior pockets are carefully inspected.
 - **Prohibited items:** This stage involves identifying any items that are not allowed in the specific location where the bag check is taking place, such as weapons, explosives, outside alcohol or unauthorized materials.
 - **Suspect items:** Any item that appears suspicious or potentially dangerous is flagged for further investigation.
 - If prohibited items or suspicious items are found, they are to be reported to appropriate authorities or personnel.

Severe Weather

- This region is vulnerable to inclement weather. Reasonably foreseeable severe weather events for this geographical region include high winds, thunder and lightning storms, heavy rain, flooding and hail. Where events at the Market Square include the use of the parking lot special consideration shall be made in case of potential severe weather.
- The Emergency Co-Ordinator shall monitor the weather prior to the start of the event as well as regularly throughout the event. Actions may be necessary depending on the level of the Environment Canada warning. Environment Canada utilizes the following terms:
 - **Watch.** Issued well in advance and alerts the public to the possibility of severe weather. It triggers the initial emergency response actions (i.e. communication and notification)
 - **Warning.** Issued when severe weather has developed and has been reported or detected on radar. It triggers the next level of actions (i.e. preparation activities).
 - **Weather Alert.** Issued to warn the public of an approaching severe weather system. It triggers a greater range of emergency response actions, depending on the type of weather and the severity of the forecast.

*Weather is clear and the event may continue or resume	<ul style="list-style-type: none"> • No severe weather is forecasted to impact the event operations 	sunshine and rainbows! <ul style="list-style-type: none"> • non-inclement weather
Event Organizer is evaluating severe weather conditions. Tents and inflatables to be taken down and secured. Outdoor booths to prepare to close.	<ul style="list-style-type: none"> • Potentially severe weather is moving towards the event and will arrive at the site within thirty (30) minutes 	*Cloud to ground lightning within fifteen (15) miles (24km) and forecasted to head toward the event <ul style="list-style-type: none"> • less severe hail • tornado watch • high wind advisory
Event Organizer is suspending or terminating all activities.	*Severe weather has been detected or is expected to imminently impact the event site <ul style="list-style-type: none"> • All activities are suspended or terminated (i.e. delayed, or canceled) 	<ul style="list-style-type: none"> • cloud to ground lightning within eight (8) miles (13 km) and forecasted to head toward the event site • hail size of one inch (1") or larger • tornado warning • high wind/damaging wind warning • excessive heat warning

- Should severe weather conditions necessitate the closing of outdoor activities it is important to note that many patrons and vendors may relocate to indoors. Proper preparation and weather monitoring will normally allow for adequate notice of approaching severe weather to allow patrons to safely leave the site. At no time is the posted occupant load permitted to be exceeded.

Violent or Potentially Violent Person

- Prior to the event, the Event Organizer will work with information provided from the promoter, law enforcement, prior experience, open-source information (i.e. social media) and any unusual/concerning attention from special interest groups to determine the event threat level and take any necessary precautions and adjust plans and staffing levels as needed.
- Potentially violent behaviour or other behaviour that would be deemed unacceptable and not tolerated. Should a violent or potentially violent person be identified, the Niagara Regional Police shall be contacted and the following additional actions are to be taken:
- If able, safe to do and within scope of training and physical capabilities, detain the perpetrator (preference is for Police to complete this action)
- Police are to take control of the perpetrator upon arriving on scene
- Supervisors & Security are reminded to:

- Watch for angry groups and angry mobs forming
- Report unsafe or potentially unsafe behaviours to ECC/ICC and Security Lead
- Be careful not to destroy any evidence and preserve the scene (as applicable)
- Obtain witness information, if possible
- Follow instruction from Police

Civil Disturbance, Riot and/or Other Internal External Threats

- Prior to the event, the Event Organizer and Security will work with information provided from the promoter, law enforcement, prior experience, open-source information (i.e. social media) and any unusual/concerning attention from special interest groups to determine the event threat level and take any necessary precautions and adjust plans and staffing levels as needed.
- In any situation where large groups of people are gathering there is the potential for a civil disturbance, riot or external situation that could present safety and security risks to event staff and guests. The key to mitigation, control and response to this type of incident is proper management of the crowd from before the doors even open. The Emergency Co-ordinator and security are to monitor the crowd to identify dangerous behaviours such as:
 - using inflammatory language or exhibiting aggressive behavior
 - attempting to elicit support against the principal(s) or operators of the event
 - attempting to arouse the crowd
 - gathering of agitated persons/groups in unusual places
 - noise and unusual chatter on social media platforms
 - watch for angry groups, mobs forming and report concerns to Event Organizer

Certification and Approval Labels & Marks

Look for these Canadian Certification marks



When purchasing an electrical appliance look for one containing an approval label bearing one of these certification marks.



Appliance is NOT permitted to be used.

Appliances identified as for “Household Use Only”, “Not for Commercial Use” etc. have not been inspected and listed for commercial use and are not permitted to be used at the Market, at vendor shows, food trucks etc.



Appliance is NOT approved for use in Canada – may not be used

All appliances shall be approved by a recognized (in Ontario) testing agency. Items carrying the CE mark have been tested and approved for use in the European Market. These items are NOT permitted to be sold in Ontario and should be returned to point of purchase as their use can result in penalty. These items are often sold by on-line marketers both in Canada as well as internationally. Vendors may seek a “Field Approval” by applying for on-site inspection from the Electrical Safety Authority.

How to read an approval label for listed or approved appliances in Canada

Manufacturer
Serial Number
Model etc.



Item description

Approved use

Approval Agency