

# ***Fire Safety Plan*** ***For Food Trucks***



**Northern Bruce Peninsula Fire & Emergency Services**  
**56 Lindsay Rd. 5,**  
**Lion's Head, Ont.**  
**N0H 1W0**

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(Food Truck Name)

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(Owner's Name)

Prepared by:

Date Reviewed by FD:

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Approved by Fire Chief:

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## **Introduction**

This Fire Safety Plan is to be kept in the food truck in an approved location that is readily accessible to the fire department upon request.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act, 1997, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$500,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official Fire Safety Plan is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is:



## **AUDIT OF BUILDING RESOURCES**

Occupant Load for Outdoor Seating:

Location of valves controlling water supply:

Main gas shut-off location:

Kitchen Appliance Gas/ Electrical Shut off:

Main electrical shut off:

Detection Devices (Carbon Monoxide, Smoke Alarms - if applicable circle)

Emergency lighting, description, and locations covered if applicable:

Number of Exits: (As shown on schematic diagrams for outdoor seating areas, if applicable)

## Contact Information

Food Truck owner and contact information:

Alternative contact:

Service contractors:

Fire Extinguishers contractor:

Kitchen Suppression System contractor:

Kitchen Hood System cleaning contractor:

### **Fixed Extinguishing System for Commercial Cooking Equipment:**

No  Yes Type: \_\_\_\_\_ (i.e. Wet Chemical, Dry Chemical, CO<sup>2</sup>, *circle all that apply*)

Fuel Source:  Natural Gas  Electric  Other \_\_\_\_\_

Fuel Shut Off for Appliances: Location: \_\_\_\_\_

40BC Extinguisher (if applicable): Location: \_\_\_\_\_

K Type (wet) Extinguisher (if applicable): Location: \_\_\_\_\_

## **IN CASE OF FIRE**

### **Upon Discovery of Fire:**

- Leave fire area immediately and close doors
- Sound Fire Alarm if applicable
- Call 9-1-1
- Leave Food Truck via the nearest Exit

## **DUTIES AND RESPONSIBILITIES OF OWNER/ OPERATOR**

- Keep exits, access to exits, both inside and outside, clear of obstructions
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Always maintain access roadways and fire routes clear and accessible.

- Ensure the Food Truck's fire and life safety systems are maintained in operating condition
- Have a working knowledge of the Food Truck's fire and life safety systems
- In the event of any shutdown of fire and life safety systems, notify the Northern Bruce Peninsula Fire & Emergency Services at 1-833-793-3537 X347, and initiate alternative measures
- Control fire hazards in the Food Truck

## **OWNER RESPONSIBILITIES**

- Appointment and organization of supervisory staff to carry out fire safety duties
- Training of supervisory staff so that they are aware of their responsibilities for fire safety
- Assuring that checks, tests, and inspections as required by the Ontario Fire Code are completed on schedule and the records are maintained and kept on site.
- Post emergency fire procedures
- Maintain a copy of the Fire Safety Plan on the premises in the approved location
- Notify the Chief Fire Official regarding changes/updates in the fire safety plan

❖ **Division A, Article 1.2.1.1. of the Ontario Fire Code states: Unless otherwise specified, the owner is responsible for carrying out the provisions of this Code.'**

## **FIRE EXTINGUISHMENT, CONTROL, AND CONFINEMENT**

**Firefighting is a voluntary act and should be done by trained persons only.**

In the event that a small fire cannot be controlled with the use of one portable fire extinguisher or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area.

### **Suggested operation of portable fire extinguishers** **Remember the acronym P.A.S.S.**

- P** > Pull the safety pin
- A** > Aim the nozzle
- S** > Squeeze the trigger handle
- S** > Sweep from side to side

Keep extinguishers in a visible area without obstructions around them.

**\*\*Ensure extinguishers are properly recharged after use and that a temporary replacement is provided.**

## **Fire Hazards**

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards:

- **Kitchen hoods and filters not cleaned properly/grease-laden.**
- Combustible material stored in non-approved areas.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Improper disposal of oily rags.

## **MAINTENANCE OF FIRE PROTECTION EQUIPMENT**

### **Check/test/inspect requirements of the Ontario Fire Code:**

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections, and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections, and/or tests for the items which may apply to your property.
- The Fire Department may check to ensure that the necessary checks, inspections, and/or tests are being done when conducting their inspections.
- This list has been prepared for purposes of convenience only.
- For accurate reference, the Fire Code should be consulted.

### **Definitions for key words are as follows:**

**Check** means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

**Test** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

**Inspect** means physical examination to determine that the device or system will apparently perform in accordance with its intended function

*It is stated in the Fire Code that records of all tests and corrective measures are required to be retained on site for a period of two years after they are made.*

## Portable Fire Extinguishers

### Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency, and the signature of the person who performed the service.	
A permanent record containing the maintenance date, the examiner's name, and a description of any work or hydrostatic <b>testing</b> carried out shall be prepared and maintained for each portable extinguisher.	
All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	

### Monthly

Portable extinguishers shall be <b>inspected</b> monthly.	
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### Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	
Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable	

<b>5 Years</b> - Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically <b>tested</b> .	
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<b>6 Years</b> - Every six years, stored pressure extinguishers that require a 12-year hydrostatic <b>test</b> shall be emptied and subjected to the applicable maintenance procedures.	
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## Commercial Cooking Equipment

### Responsibility

Commercial cooking equipment, exhaust, and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	
Ensure wet chemical or alkali-based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	

### Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be <b>checked</b> weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	
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### 6 Months

<b>Inspection</b> and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.	
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## Emergency Lighting System (if applicable)

### Daily

### Responsibility

Check pilot lights for indication of proper operation.	
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### Monthly

Batteries shall be <b>inspected</b> monthly and maintained as per the manufacturer's specifications.	
Ensure that the battery surface is clean and dry.	
Ensure that terminal connections are clean, free of corrosion, and lubricated.	

Ensure that the terminal clamps are clean and tight as per the manufacturer's specifications.	
Emergency lighting equipment shall be <b>tested</b> monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	

**Yearly**

Emergency lighting equipment shall be <b>tested</b> annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	
After completion, the charging conditions for voltage and current and the recovery period will be <b>tested</b> annually to ensure that the charging system is in accordance with the manufacturer's specifications.	

## Building Schematics

### LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM



Pull Pin for Kitchen Fire Suppression System



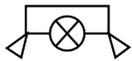
Entrance / Exit



Identify the Type of Valve (i.e. Shut Off Valve for Natural Gas, Sprinklers, Etc.)



Emergency Light, Battery-Powered



Combined Battery-Powered Emergency Light & Illuminated Exit Sign



Fire Extinguisher - BC Type

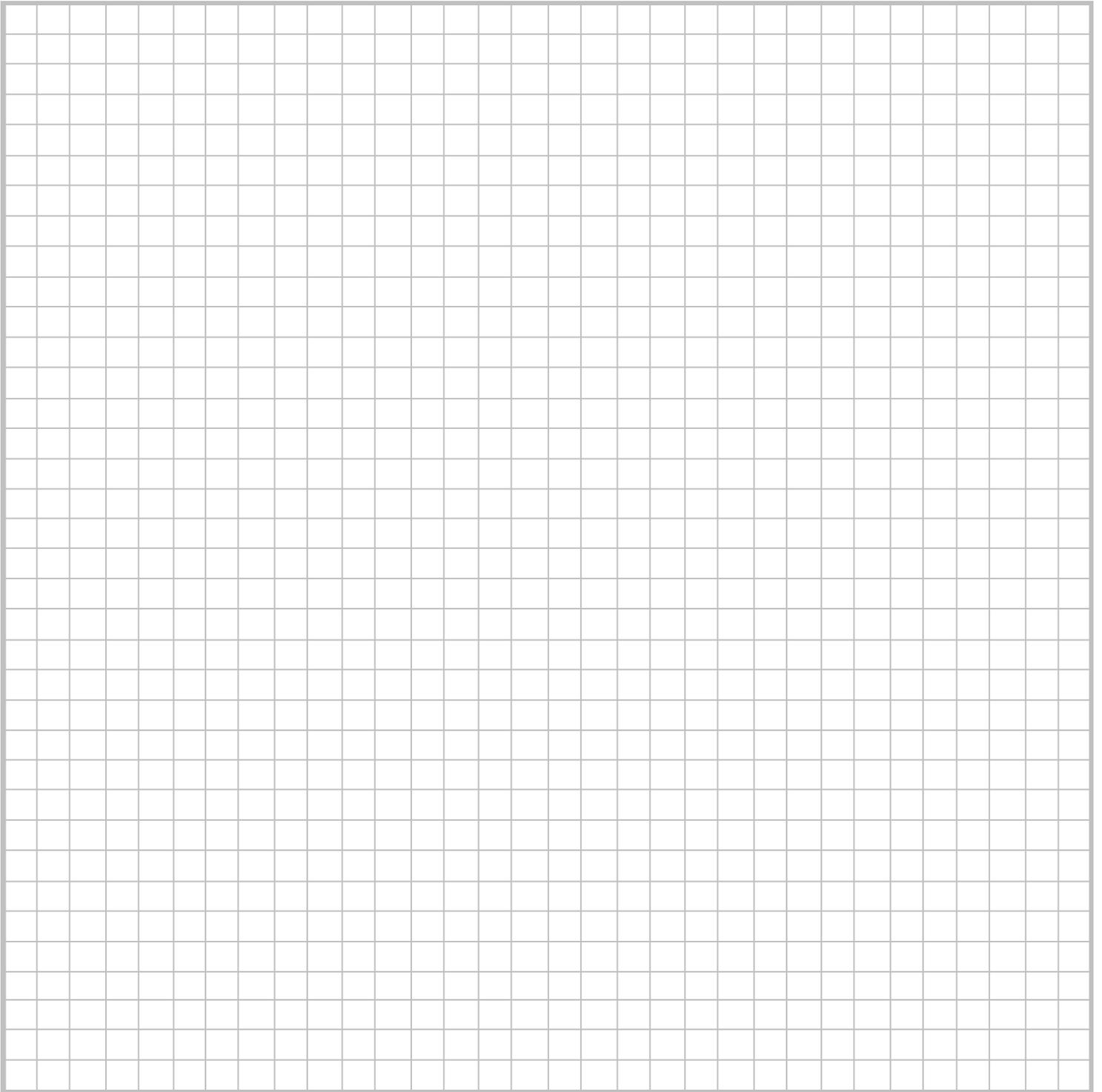


Fire Extinguisher - ABC Type



Fire Extinguisher - Water

**Site Plan**  
**Including outdoor seating area and Food Truck Location**  
**(Include Legend)**



**Questions and/or concerns – please call**

**Fire Chief Jack Burt  
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1-833-793-3537 X347  
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