

UNIVERSITY CENTRE POLICIES

UC-15 | ALTERNATIVE FIRE SAFETY PLAN | EFFECTIVE: November 25, 2025

Authorization: University Centre Board

Date: November 25, 2025

GENERAL: The University Centre Board is responsible for the safe operation of the building at all times. The Board entrusts the department, University Centre Services, to maintain fire safe practices and manage building usage effectively to ensure all activities and events conform to the Ontario Fire Code with the support of the university's Fire Prevention Office. University Centre Services may enact the Alternative Fire Safety Plan, approved by the City of Guelph Fire Department, for all large special events and tradeshow in the building, as needed to safely accommodate special event bookings.

SCOPE: All internal and external organizations, groups, and university departments with space booked in the University Centre, and all public community members including external guests.

1.0 UNIVERSITY CENTRE FIRE SAFETY PLAN

1.1 **ENACTMENT:** The University Centre Fire Safety Plan, established by the university's Fire Prevention Office and approved by the City of Guelph Fire Department, is recognized as the standard fire safety policy enacted during all hours of building operation.

1.2 **APPLICATION:** University Centre Services is responsible for overseeing the application of the University Centre Fire Safety Policy and ensuring compliance with all policy regulations and the Ontario Fire Code. The department will maintain the responsibility of Chief Fire Warden and manage an active roster of Area Fire Wardens to support the requirements of the Fire Safety Plan, in collaboration with the Fire Prevention Office.

2.0 ENACTING THE ALTERNATIVE FIRE SAFETY PLAN

2.1 **APPROVAL:** The Director, University Centre Services, or their representative may elect to enact the Alternative Fire Safety Plan providing the necessary requirements under the Alternative Fire Safety Plan are met.

- 2.2 NOTIFICATION:** Upon approving the enactment of the Alternative Fire Safety Plan for an event, the Director, or their representative, must submit formal notice to the university's Fire Prevention Office at least five (5) days prior to the date of the event and conduct a fire safety review to confirm plans.
- 2.3 APPLICATION:** University Centre Services will work with event organizers to establish the Event Warden(s) and provide training information for all designated Fire Watch Staff. University Centre Services will maintain a record of all Fire Watch Staff for the event and the designated Event Warden(s) will maintain a list for the duration of the event for records. The Event Warden will be responsible for maintaining fire safe practices during events and leading Fire Watch Staff in the event of a fire alarm occurrence.

3.0 ROLE OF EVENT WARDEN & FIRE WATCH STAFF

- 3.1 EVENT WARDEN:** All large special events and tradeshow require a designated Event Warden who is an active employee of the University of Guelph to be responsible for the oversight of the event and maintaining fire safety at all times. The designated Event Warden liaises with Fire Watch Staff and acts as a leader in the event of a fire alarm occurrence.

In the event of a fire alarm occurrence, the Event Warden will assist in guiding occupants out of the building, check with all Fire Watch Staff and meet with Chief Fire Warden and/or City of Guelph Fire Department upon arrival at the Front South Doors. The Event Warden will communicate all concerns to the City of Guelph Fire Department and will report any fire alarm occurrences to the Chief Fire Warden for information. The Event Warden will be responsible for maintaining a fire safe event, working with Fire Watch Staff to correct any fire concerns immediately and ensuring all required fire equipment is present and assessable at all times.

- 3.2 FIRE WATCH STAFF:** All large special events and tradeshow in the University Centre require staff members or volunteers to assist with the event and act as Fire Watch Staff, watching for potential fire hazards during the event and guiding the public to fire exits in the event of a fire alarm occurrence. The primary responsibilities of Fire Watch Staff are to help building occupants safely exit the building during a fire alarm and notify the Chief Fire Warden and/or designated Event Warden (located at the South Front Doors) when your area is clear of all occupants. Communicate any possible hazards during evacuation or occupants in your area requiring assistance. The Chief Fire Warden or acting Event Warden is responsible for communicating information to the City of

Guelph Fire Department upon arrival. Fire Watch Staff will monitor all doors around the building to ensure no re-entry until the building is cleared by the City of Guelph Fire Department and safe to re-enter.

The secondary responsibility of Fire Watch Staff is to regularly monitor and observe all areas of the event space to make sure fire safe practices in all areas and fire safety equipment is available at all times. Fire safe practices include the use of extension cords (used improperly, modified, or damaged); heating electrical appliances (supervised while in operation); no open flames (unless approved and supervised); lighting sources (away from flammables), and clear walkways, stairwells and exits. Fire safety equipment includes exit lighting (must be illuminated), extinguishers (not expired), and pull stations and hose cabinets (not blocked or inaccessible). If an issue regarding fire safety equipment is observed, please contact the Chief Fire Warden or Event Warden immediately.

4.0 LIABILITY ASSURANCE & RESPONSIBILITIES

- 4.1** Upon approval of the enactment of the Alternative Fire Safety Plan for a large special event or tradeshow, the booking group will be required to provide the following information to University Centre Services to confirm the booking:

4.1.1 INTERNAL GROUPS: An authorized *UC Event Liability Control Form*, signed by the Dean/Director/Manager responsible for the event booking; list of designated Event Warden(s) and Fire Watch Staff/Volunteer(s) for the event; draft floor plans for the event; SRM Approval for all student events; and internal GL Coding/Student ID Number for booking deposit

4.1.2 AFFILIATED/EXTERNAL GROUPS: An authorized *Large Event Acknowledgement Letter* signed by the event organizer accepting responsibility for the event booking; confirmation of assigned university staff member acting as Fire Warden(s); list of Fire Watch Staff/Volunteer(s) for the event; draft floor plans for the event; copy of event liability insurance with \$5M coverage; and booking deposit payment received in full.

- 4.2** As part of the UC Event Liability Control approval, the booking entity will accept full responsibility for liability control during the event and maintaining a safe event by adhering to the regulations of the Ontario Fire Code and Ontario Occupiers Liability Act at all times. Any and all concerns regarding fire safety and liability control are to be communicated to University Centre Services staff and university's Fire Prevention Office, as required.

- 4.3** University Centre Services reserves the right to refuse any requested large special event or tradeshow if the event organizer cannot ensure full compliance with the terms of the Alternative Fire Safety Plan. A large special event or tradeshow in operation and acting in non-compliance with the Alternative Fire Safety Plan may be effectively shut-down by University Centre Services if the event organizer can not achieve immediately compliance with the plan. Should this occur, the event organizer will remain responsible for all costs incurred relating to the event.

5.0 EVALUATION

- 5.1** The Director, University Centre Services, shall be responsible for evaluating this policy as deemed necessary and reporting to required amendments to the Governance & Management Committee of the University Centre Board.
- 5.2** All recommended policy amendments must be reviewed and accepted by the Governance & Management Committee and forwarded to University Centre Board for approval.

- 6.0 REFERENCE:** University Centre Fire Safety Plan (2025); Appendix A: Large Special Event & Tradeshow Alternative Floor Plan Allowance (2025); Appendix B: Special Event Volunteer Sheet (2025); Appendix C: Large Event Acknowledgement Form (2025)