



City of Coquitlam  
Fire/Rescue Department  
1300 Pinetree Way, Coquitlam, BC  
604-927-6400

## Park Events Fire Safety Guidelines RV Camping

Event organizers are responsible for the following submission, regulations and safety requirements for camping in City parks.

1. Coquitlam Fire/Rescue shall be notified of the event with at least 30 days advance notice.
2. Each separate RV parking zone shall be identified by a zone colour. This shall be in the form of a prominent and easily visible sign to indicate to the campers where they are in the event of an emergency. In an emergency, campers can report the park name and zone to the 911 operator to assist first responders in locating the incident.
3. A parking/layout plan for each individual RV zone in the park shall be provided depicting the following:
  - a. Individual parking or 'campsite' spaces for each vehicle (double parking not permitted);
  - b. The space between each vehicle (2.4 m (8 ft) minimum);
  - c. Driving aisles;
  - d. Emergency evacuation routes; and
  - e. Zone identification.
4. Vegetation on grass surfaced areas proposed for RV parking shall be trimmed prior to the event to a relatively short height.
5. A trash management plan shall be implemented for the event (coordinated by the Events Office.)
6. A handout shall be provided informing the campers that:
  - a. Fires are not permitted;
  - b. Barbeques or other cooking equipment are not be permitted to be used on grassy areas (Note: BBQ use is not permitted if the fire danger is in the 'extreme' range);
  - c. Portable generators are not permitted to be used on grassy areas; and
  - d. RV generators shall only be used if the vehicles are situated in the lots surfaced with pavement or gravel.
7. A system of fire watch shall be provided during the event for the RV parking/camping areas. Fire watch shall be provided on a 24 hours per day basis conducted by at least one trained person. Fire watch personnel shall be provided with air-horns for mass notification to the campers in the event of an emergency.
8. Event personnel shall ensure proper management of the parking of all RV vehicles. Hot vehicle exhaust parts can ignite dry vegetation readily. Grassed parking areas, if utilized, shall be wetted down on the morning prior to arrival of campers.
9. Traffic plans shall be developed to ensure that at no time will any of the primary fire department access routes to any of the proposed RV sites be blocked.
10. A fire safety plan for the event shall be prepared and submitted for review and include the following information:

- a. 24 hour contact names and phone numbers for the following:
    - i. Event organizer; and
    - ii. Security staff (if any.)
  - b. A site plan of suitable scale showing locations of:
    - i. Fire department access routes;
    - ii. Fire hydrants;
    - iii. Fire extinguishers (minimum 5 lb. ABC type, located maximum 23 m (75 ft) from any RV); and
    - iv. Fire exit routes out of the park and each zone.
  - c. The duties of the personnel conducting fire watch.
  - d. Provide the following instructions for campers:
    - i. Name of park;
    - ii. Their zone location;
    - iii. What to do in case of hearing the air-horn, that is, the notification from fire watch personnel of an emergency situation (3 horn blasts.)
    - iv. Exit strategy in case of a fire in each parking zone.
  - e. The control of fire hazards for the site.
  - f. Emergency and critical phone numbers.
  - g. Mustering areas in the event of an emergency.
  - h. Propane gas safety.
11. The local Bylaw and Police departments shall be notified of the event.
12. It is suggested that:
- a. First-aid resources be provided along with a muster station; and
  - b. Maintain a manifest of the campers' names to be used in case of an emergency.
13. An inspection of the facility shall be arranged with our department prior to the commencement of camping.

It is the responsibility of event organizer to comply with all requirements of this guide, the BC Fire Code, the Fire Services Act and regulations, the City of Coquitlam Fire Prevention Bylaw 3712, 2005 and all other applicable federal, provincial and municipal statutes, regulations and bylaws. Fire/Rescue may at any time inspect the premises for compliance. Failure to maintain compliance may result in the commencement of enforcement action.