PORTEAU COVE
CAMPGROUND

FIRE PREPAREDNESS AND RESPONSE PLAN

Revision 2

November 1, 2026

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1.0. INTRODUCTION

This document is intended to prepare guests and workers within Porteau Cove Campground (PCC) for response in the event of a fire. This is a living document and will be updated as fire prevention technologies and measures evolve, and as PCC's operations and use change over time. PCC welcomes all suggestions for improvement.

This document shall be modified only by those authorized by PCC and will be subject to thorough review by qualified individuals to ensure feasibility and compliance with applicable standards and regulations. Compliance with this document is required for all guests and employees within PCC.

All personnel are expected to be familiar with these procedures and capable of providing assistance as needed to help reduce the risk of injury, loss of life, property damage, and environmental impact. In the event of a fire, clear communication and prompt action are essential.

PCC will have a designated Fire Marshall on site at all times. This individual is responsible for managing the response in accordance with the procedures outlined within this document. This helps to ensure a coordinated, consistent, and effective approach to emergency management at PCC.

2.0 FIRE PREVENTION

PCC is a secure site. All primary access points to the site are either locked or monitored by campground management. Access to the site via the railroad tracks and the Sea to Sky Highway is possible by foot but not permitted. Campground management will continuously monitor these access points to help restrict unauthorized entry to the campground.

Campground management will post signage and verbally inform guests of any smoking and campfire restrictions in effect at the time. Management will also monitor the site for violations of the campfire and smoking measures in place.

All campsites are located in cleared areas and are surrounded by roads accessible by vehicles or all-terrain-vehicles allowing for fire breaks and equipment and personnel movement.

2.1 General Fire Safety

The following requirements shall be followed by all guests and employees of PCC:

- *All applicable municipal and provincial fire regulations supersede the provisions of this document and must be strictly followed at all times.*
- The Fire Marshall will regularly patrol to monitor compliance with fire safety measures. Violations will be reported to *5555.
- The Fire Marshall shall be S-100 certified.

- The Fire Marshall reserves the right to extinguish any fire deemed unsafe.
- Campfires are permitted only in designated areas and only when not prohibited by current restrictions.
- Open burning is not permitted in tiny home/glamping sites.
- PCC is a smoking and vape free site.
- Fire bans and restrictions shall be strictly enforced without exception.
- Guests shall not leave any open flame, BBQ, or propane appliance unattended.
- All fires must be fully extinguished prior to leaving the site or retiring for the evening.
- A water supply will be available within 60 metres of all sites for the use of guests.

2.2 Campfires

- Campfires are only permitted within designated fire rings or approved fire pits.
- Fire rings shall be of non-combustible construction and maintained at 0.5 in diameter.
- Fire rings shall be surrounded by an appropriately sized gravel pad with no nearby combustibles.
- Flames shall be kept at a safe and controlled height.
- No combustible fuels such as gasoline may be used to ignite campfires.
- Fires shall not be ignited during extremely high winds or otherwise unsafe conditions.
- Firewood must be clean, dry, untreated, and free of contaminants. No construction materials or waste shall be burned.
- Firewood shall be stored in a safe manner, away from ignition sources.
- The sale of firewood by PCC shall be suspended during any fire bans.
- Import of firewood from external regions should be restricted to prevent pest introduction in accordance with current regulations.
- Collection or removal of native wood from the site is prohibited for guests.

2.3 Charcoal and Propane Appliances

- Charcoal, propane, and isobutane appliances are permitted and shall be used only in designated areas and on stable, non-combustible surfaces.
- All open-flame appliances, including cooking devices, propane fire pits, and similar equipment, are subject to restriction during fire bans.
- Charcoal briquettes shall be fully extinguished and cooled prior to disposal in approved containers.
- All propane and isobutane cylinders shall be in good working condition and used in accordance with manufacturer specifications.
- Cylinders shall be stored upright and away from heat sources or open flames.

2.4 Site Maintenance and Housekeeping

- Campsites shall be kept free of excess combustible materials, including dry debris and waste.
- Garbage and recycling shall be disposed of in designated receptacles on a regular basis.
- Access routes, including roads and pathways, shall be kept clear at all times.

Defensible Buffer:

A minimum 30 m buffer shall be maintained around all structures to reduce wildfire risk.

This will be achieved through:

- Vegetation management such as removing deadfall, dry grass, and other combustibles.
- Thinning trees and shrubs, especially low hanging l where appropriate.
- Low flammability landscaping.
- Appropriate irrigation to reduce combustibility.

3.0 COMMUNICATION & SIGNAGE

PCC shall implement and maintain clear communication and signage to ensure all guests and employees are informed of fire safety requirements and any restrictions in effect.

- Signage outlining the most recent fire safety rules, regulations, and emergency procedures shall be posted at all primary access points, common areas, and other high-visibility locations throughout the site.
- The current PCC Fire Marshal and contact information will be communicated via signage.
- All signage shall be clearly visible, legible, and maintained in good condition at all times.
- Fire bans, restrictions, and updates shall be communicated promptly through posted signage and through direct communication with guests via email and verbally.
- Campground management shall verbally inform guests of any active fire restrictions, smoking policies, and safety requirements upon arrival.
- Signage shall clearly identify designated fire areas, no-fire zones, and any restricted areas within PCC.
- Emergency contact information and site-specific emergency procedures shall be prominently displayed.
- Evacuation Routes and Muster Point maps shall be present to clearly indicate access routes, exits, and emergency access points.

- BC Wildfire pamphlets and posters will be readily available for guests to review.
- All guests and employees are responsible for adhering to posted signage and communicated instructions.

4.0 FIRE REPORTING PROCEDURE

In the event of a fire at PCC, it must be reported immediately by the person who first sees the fire:

- **CALL 911 IF IMMEDIATE DANGER TO LIFE OR STRUCTURES.**
- Call BC Wildfire Service at 1-800-663-500 or*500.
- Report to SLRD Emergency Services at 604-356-3082 or 1-800-298-7753 after hours.
- Notify any PCC staff.
- PCC staff to notify the designated Fire Marshal.

Report the following to BC Wildfire Service:

- **Location:** Where is the fire? How far up the hillside? Closest intersection/ camp site?
- **Size:** Metres? Hectares? Size of a house? Size of a football field?
- **Rate of spread:** How quickly is the fire spreading?
- **Fuel:** What is burning? Grass, bushes, trees?
- **Smoke/flames:** What colour is the smoke? Are flames visible?
- **Threat:** Are there any people or buildings at risk?
- **Action:** Is anyone fighting the fire?
- **Nature of Area:** Is it accessible by vehicle, foot, ATV?
- **Weather:** Wind speed, wind direction?
- **Reportee:** Who reported the fire?
- **PCC Fire Marshal:** Who is the Fire Marshal in charge?
- **Equipment:** What fire fighting equipment is nearby?

The designated PCC Fire Marshal assumes control during the event of a fire. The Fire Marshal will evacuate guests if necessary to the designated muster points and determine if immediate fire action is safe with PCC staff and equipment.

If safe to do so, the Fire Marshal will assign duties to S-100 trained staff to attempt to extinguish the fire with on site equipment until BCWS arrives on site and assumes control. BCWS will instruct the Fire Marshal on next steps. No untrained persons shall attempt to fight fires.

If a fire occurs, the Fire Marshal will complete a Fire Investiagation report and communicated to the appropriate fire enforcement agency who may further the investigation.

5.0 FIRE EVACUATION

In the event of a fire at PCC, evacuation procedures shall be implemented as directed by the designated PCC Fire Marshal.

Follow evacuation procedures and routes outlined in *Section 3* of the *Emergency Procedures document*.

6.0 EMPLOYEE ACTION ITEMS DURING EMERGENCIES

In the event of a fire, PCC employees shall carry out the following actions under the direction of the designated PCC Fire Marshal:

- The Fire Marshal will assume control of the emergency response until relieved by emergency services. The Fire Marshal will communicate with PCC staff through radio and other appropriate channels.
- Emergency services shall be contacted immediately in accordance with established reporting procedures.
- Notify guests of the situation and provide clear direction regarding evacuation or safety measures.
- Assist in directing guests to designated muster points and ensure evacuation routes remain clear.
- Assigned staff shall conduct sweeps of campsites, facilities, and common areas, where safe to do so, to confirm evacuation.
- Assist individuals requiring additional support, including those with limited mobility.
- Access routes shall be kept clear for emergency vehicles, and designated personnel shall be assigned to guide emergency responders to the incident location.
- Fire suppression efforts shall be undertaken only by trained (S-100 certified) personnel and only where it is safe to do so.
- Untrained personnel shall not attempt to fight fires under any circumstances.
- Staff shall maintain communication with the Fire Marshal and other personnel throughout the incident.
- Upon arrival, emergency services shall assume control of the incident, and all staff shall follow their direction.

7.0 ON-SITE SUPPORT EQUIPMENT

PCC will have the following equipment that can be used to respond to a fire, under direction of the Fire Marshal and the appropriate authorities:

7.1 Primary Fire Fighting Equipment:

1. Kenworth T370 water truck equipped with:



- 7,500 litre water tank.
- 2x: 500 ft of 1.5 inch hose.
- 2x shovels.
- 2x pulaski tools.
- Parts bin with common extra and repair parts.

2. Chevrolet 3500 Equipped with:

- 1000 litre water tank.
- Wildfire mark 3 pump.
- 25 litre fuel tank.
- 2x: 500 ft of 1.5-inch hose.
- Hand pump tank.
- 2x: shovels.
- 2x: Pulaski tools.
- 1x: small chain saw.
- Parts bin with common extra and repair parts.

7.2 Additional Fire Fighting Equipment

- Bobcat Loader.
- Mid-Sized Excavator.
- Pumpkin tanks with wildfire mark 3 pumps and appropriate hoses/ nozzles.
- Hand pump tanks with hoses and nozzles.
- 3/4-inch hoses with high pressure nozzles.
- Hand tools such as shovels, pick-axes, pulaskis.
- ABC fire extinguishers in all tiny-homes and campground structures.
- 4x Fire proof storage bins positioned throughout the site equipped with fire fighting and first aid equipment.
- Water supply will be available within 60 metres of all camp sites.

- 3-inch submersible pumps to be placed in the stream if appropriate streamflow is present.

Equipment will be regularly inspected and maintained to ensure it is in proper working order.

8.0 REQUIRED TRAINING

All staff will undertake regular readiness training to go over communication procedures and their important roles in assisting the Fire Marshall during the event of a fire. There will be an S-100 or equivalent certified Fire Marshal on site, at all times.

9.0 CONTACT INFORMATION AND REPORTING

Refer to *Section 5* of the Emergency Preparedness Document.