



SPECIAL EVENT/ OUTDOOR FIRE & EMERGENCY SAFETY PLAN

Special Event Name: _____ Submission Date: _____

Event Organizer: _____ Phone: _____

Safety Director: _____ Phone: _____

This Fire & Emergency Safety Plan is required by Creston Fire & Rescue Services if the event involves any temporary road closures, any cooking or open flame (including BBQs), special events with more than 100 people, use of large walled tent structures or as otherwise required by the Town of Creston.

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1. CONTACT INFORMATION

FIRE DEPARTMENT	9-1-1
POLICE DEPARTMENT	9-1-1
AMBULANCE	9-1-1
Town of Creston	428-2214

2. OBJECTIVES OF THE SAFETY PLAN

The objectives of the *Special Event/Outdoor Fire & Emergency Safety Plan* are to maximize the safety of participants and the public. It is intended to assist event organizers in developing and implementing effective fire safety plans for outdoor special events. Your fire safety plan is a unique document that must be prepared specifically for your event. All the procedures in the plan must provide staff and occupants with the guidance necessary to ensure safe evacuation from the event area. This is achieved by designating a SAFETY DIRECTOR, providing appropriate training to staff and/or volunteers and by ensuring the information in this plan is provided to all key people as identified by the SAFETY DIRECTOR. It is the SAFETY DIRECTOR's duty and responsibility to ensure all those who need to know the information contained in this document are provided with the information. Special Event/Outdoor Fire & Emergency Safety Planning prevents the occurrence of fire by the control of fire hazards in the event area and provides a systematic method of safe and orderly evacuation of the hazard area in the event of fire, or emergency requiring the same.

GOALS:

- a) Understand the responsibilities and duties of all parties involved
- b) Process is established for immediate notification of emergency services when required.
- c) To establish a systematic method of safe and orderly evacuation of event area in case of emergency.
- d) All emergency systems and equipment are always in good working order.
- e) All appropriate safety steps are taken prior to and during special events.
- f) Access for emergency services is maintained throughout the event.

3. RESPONSIBILITIES & DUTIES

EVENT ORGANIZER

The EVENT ORGANIZER has the responsibility of the organization for the full event. The EVENT ORGANIZER may also be the SAFETY DIRECTOR but must sign and assume duties for both positions. In terms of the *Fire & Emergency Safety Plan* the following must be adhered to:

- The creation of a contact list, with the order of contact well defined, to be provided to all employees/volunteers.
- To ensure all employees/volunteers know the proper evacuation procedures in place.
- Issuing equipment necessary for the successful performance of the Fire Safety Plan.
- Resolving any fire hazards which are reported by occupants, staff or the fire department.
- Recording information on the following:
 - ✓ Fire incidents
 - ✓ False alarms

SAFETY DIRECTOR

It is the SAFETY DIRECTOR'S duty and responsibility to ensure the information contained in this Plan is provided to all necessary persons involved in the special event. Issuing equipment may be necessary for the successful performance of the *Fire & Emergency Safety Plan*, i.e. traffic vests, flashlights, radios, etc.

The SAFETY DIRECTOR will check the event area for:

- Dangerous ignition sources (i.e. worn electrical cords, oily rags, overheating equipment).
- Ensure posted exit and directional signs are in place for visual reference.
- Ensure exit/emergency access routes remain unobstructed (min. of 4 meters clearance).
- Fire Dept and Emergency services must have access to locations within and proximal to the event. i.e. businesses along the street.
- All potential fire hazards that are discovered must be reported to the Event Organizer immediately.

The duties of the SAFETY DIRECTOR during an emergency evacuation are:

- To be familiar with and to act in accordance with all the provisions of the emergency procedures.
- Supervise the orderly evacuation of all persons to a safe area outside the event.
- Report to Fire & Rescue personnel on their arrival.

EMERGENCY EVACUATION

The SAFETY DIRECTOR must establish a systematic method for safe and orderly evacuation of the special event area in case of emergency. All staff or volunteers need to have been instructed how to activate emergency procedures and to assist with evacuation. All Emergency access routes must be kept clear and unobstructed (min. 4 meters clearance)

The SAFETY DIRECTOR will also be responsible for the emergency response training activities.

1. Ensure that organizational participants are proficient at dealing with an emergency.
2. All organizational participants will be issued and or have available "printed material" relating to Emergency Procedures.

TRAINING

The SAFETY DIRECTOR must ensure that all staff or volunteers have been appropriately trained to conduct event activities safely, early notification of emergency services and emergency procedures including evacuation of area. Training must occur prior to an event taking place.

The SAFETY DIRECTOR shall ensure that there is adequate monitoring and control of all systems and equipment, and that the maintenance of these systems and equipment is being performed by qualified individuals in accordance with local Codes. Proper records shall be kept by the SAFETY DIRECTOR of equipment issued.

4. SAFETY DIRECTOR

NAME: _____ PHONE: _____

TITLE OR POSITION: _____

ASSIGNED LOCATION DURING EVENT: _____

CONTACT INFO DURING EMERGENCY: _____

SIGNATURE OF SAFETY DIRECTOR: _____ **DATE:** _____

**By signing above, I have read this document and understand my roles and responsibilities and agree to fulfill them.

SIGNATURE OF EVENT ORGANIZER: _____ **DATE:** _____

**By signing above, I have read this document and understand my roles and responsibilities and agree to fulfill them.

5. STAFF/VOLUNTEER EMERGENCY PROCEDURES

Be Prepared - It's your responsibility.

No matter how carefully we may follow safety guidelines; there are emergencies that can occur from time to time. Knowing how to follow the procedures recommended for that emergency. Staying calm is most important and will allow you to help emergency personnel to the best of your ability.

At minimum, all staff/volunteers should be trained in how best to contact emergency services:

- **Call 911 for ALL Emergencies**
- **Advise 911 of nature of Emergency and Location – advise best access to the incident**
- **Inform Safety Director of incident**
- **Assist in Evacuation**
- **Meet Emergency Responders to help identify the exact location of incident**

6. EMERGENCY SHUT OFFS (If Applicable)

(Fill in all that apply)

NATURAL GAS or PROPANE

Shut off Location: _____

***Large Crescent Wrench may be required to turn off main valves.

Warning

If main gas valve turned off
DO NOT open valve until
approved/qualified person has
evaluated condition of all gas
equipment.

ELECTRICAL MAIN

Shut Off Location: _____

***Includes multiple electrical panels for individual circuits and main shut off.

Warning

If main Electrical is turned off
do not reenergize until
approved/qualified person has
evaluated condition of all
Electrical equipment

WATER SUPPLY

Shut Off Location: _____

7. Operating Portable Fire Extinguishers

Portable fire extinguishers must be provided for all Special Events that have cooking or any open flame. All participants expected to operate a portable fire extinguisher must have training in basic operation of the extinguisher.

How to Use a Multi-Purpose Dry Chemical Type Fire Extinguisher:

Portable fire extinguishers are useful only if you know how to use them, if they are right size and type for the fire you are attempting to suppress, and if the fire is discovered immediately. If a fire extinguisher is required, all nearby persons must be evacuated from the surrounding area prior to activating the extinguisher. Ensure someone is immediately calling 911 to alert the fire department.

Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

Remember the word: **PASS**

1. **P**ULL the pin
2. **A**IM Low...pointing the extinguisher nozzle at the base of the fire
3. **S**QUEEZE the handle. this releases the extinguishing agent
4. **S**WEEP from side to side...at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.

Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on the fire extinguishers within your building.



8. Site Plan with Emergency Accesses and Evacuation Routes

- *Does not need to be to scale – may be hand drawn but must be legible and contain the following information*
- *Must show all streets, emergency access (min 4m wide), evacuations routes and muster points*
- *Must show locations of all appliances that have a flame, booths, tents, equipment, etc.*
- *May use an attachment to this document to satisfy FIRE & EMERGENCY SAFETY PLAN Site Plan requirement (attachment must be signed by Event Organizer).*

SIGNATURE OF EVENT ORGANIZER: _____ DATE: _____

SITE PLAN
Page 2 if Required

SIGNATURE OF EVENT ORGANIZER: _____ **DATE:** _____