

Event Comprehensive Fire Plan

Keep Copy with Event Manager

Date: _____

Building Name: _____

Civic Address: _____

Primary Contact Ph#_____ **Cell#**_____

Contact Information	Name	Phone #	Cell#	Alt Ph#
Event Organizer				
Key Holder				
Security				
Alarm Company				

Diagram

A floor plan needs to be incorporated into the fire plan and posted in a conspicuous area(s), and should include the following:

Location of exit(s)

Location of evacuation route(s)

Location of muster point(s)

Identify adjacent & adjoining streets

Location of fire extinguisher(s)

Location of first aid station (if any)

Location of Flammable or Combustible liquids/Hazardous Processes

Liquor License

Is Liquor being served at this event? Yes/No

If yes you will require a maximum occupancy load certificate from the fire department. Call 780-980-8475 to book an appointment.

A copy of your AGLC license **must be submitted** before event date.

Revised: 12/17/2014

Event Comprehensive Fire Plan

Fire and/or Evacuation Emergency Response Plan

Training

Site orientations are provided to all residents/staff

First Aid trained workers/staff are on site (if applicable)

Fire safety requirements and evacuation procedures are incorporated into regular terms of rental/lease agreement

All residents/supervisory staff are trained in the use of fire extinguishers

Keys and Special Devices

Building/Fire Department key box contains keys to site area(s)

Building Manager acts as the key holder

Emergency Procedure

1. Don't panic
2. Call for help and sound the alarm/horn
3. If possible try to extinguish the fire (if smaller than you)
4. If fire is larger than you or uncontainable, evacuate yourself, and call **9-1-1** communicate to others that **9-1-1** has been called

Our address is _____

5. Meet at designated muster site, do not leave muster area unless it is compromised (as per site/event diagram)
6. Do head count – buddy system

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Using a Fire Extinguisher

There is a simple acronym to remember to operate most fire extinguishers - PASS. PASS stands for

Pull, **A**im, **S**queeze and **S**weep.

Pull the pin at the top of the cylinder. Some units require the releasing of a lock latch or pressing a puncture lever.

Aim the nozzle at the base of the fire.

Squeeze or press the handle.

Sweep the contents from side to side at the base of the fire until it goes out.

Shut off the extinguisher and then watch carefully for a rekindling of the fire.

When to Fight a Fire

You should fight a fire with a fire extinguisher only when the following are true:

Everyone has left or is leaving the building.

The fire department has been called.

The fire is small and confined to the immediate areas where it started such as, in a wastebasket, cushion, small appliance, stove, etc.

You can fight the fire with your back to a safe escape route.

Your extinguisher is rated for the type of fire you are fighting and is in good working order.

You have had training in use of the extinguisher and are confident that you can operate it effectively.

Remember, if you have the slightest doubt about whether or not to fight the fire - DON'T. Instead, get out, closing the door behind you to slow the spread of the fire. You have one of the best fire departments in the world standing by ready to protect you. Let the professionals do their job.

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Fire Protection

Fire prevention requires special attention.

1. Keep all entrances, exits and roadway(s) clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Correct poor housekeeping practices.
3. Keep your work and floor areas free of unnecessary combustible materials.
4. Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning equipment.
5. All fire doors are to be kept closed or positioned as designed
6. Fuel storage and hazardous materials are stored appropriately and are not obstructing access or exits from site/facility

Fire Fighting Equipment

1. Address is posted and clearly legible at the street side of the building
2. Fire Hydrants are in proper working condition (if applicable)
3. Ensure the Fire Department has clear access to the building
4. All supervisory staff should know the location and use of the firefighting equipment in their area
5. Fire extinguishers are to be located at each exit
6. Portable fire extinguishers are kept in close proximity to storage and hot work areas
7. An appropriate amount of extinguishers are located throughout the building
8. Fire extinguishers are to be checked for certification and ready for use
9. Never return an empty extinguisher to its fire station. Clearly mark it out of service and exchange it for a charged unit
10. All fire extinguishers will be inspected on an annual basis by a certified company
11. All staff must receive training before using fire extinguishing equipment

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Fire Protection Systems

Fire alarm system is inspected and maintained as per fire code requirements

Fire watch is assigned during fire alarm repairs

A final inspection of alarm system is conducted after repairs

Fire Sprinkler and Standpipe systems are inspected and certified as per fire code requirement

Smoke alarms and heat detectors are maintained as per fire code requirements

Flammable and Combustible Storage

Storage area separated from combustible material by 3m

Storage area locked and vented as required

Storage area protected from vehicular/industrial motorized traffic

Portable pressurized (new or used) cylinders secured when not in use

A current /updated list of dangerous goods is kept on site (if applicable)

Storage area(s) is away from egress and access routes in and outside the building.

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Security

Security for the building may include: *check mark the level of security that applies*

1. Fencing erected around perimeter of worksite
2. Security Patrol
3. Night watchman
4. Building secured and locked
5. Other (please provide details)

Note: *Depending on the project type and location the fire department may request all of the security elements to be included in the fire plan*

I have read and understand the requirements of the fire plan

Name (print) _____ **Signature** _____ **Date** _____

Keep a copy of the fire plan with the event organizer of the building and available for inspection by the Fire Department

Signature _____

Date: _____

- Consistent weather monitoring throughout event via:
 - Internet link to Environment Canada and The Weather Network
 - Weather updates recorded every 30 minutes
- Persons responsible –
 - Name: _____
 - Name: _____

- Weather Watches issued for the City of Leduc
 - Weather updates recorded every 5 minutes
 - Make announcement to Spectators and Participants
 - Person responsible –
 - Name: _____
- Event will shut down and evacuation procedures will begin in the event of the following:
 - Wind gusts in excess of 45 km/hr
 - Severe Weather Warning (thunderstorm/tornado) issued for the City of Leduc
 - Steady heavy rain lasting more than 40 minutes

Procedures for Event Shut Down due to severe weather:

1. Evacuate spectators and participants to a safe structure or to their home as per evacuation procedures
 - a. Muster Point location is _____
2. Remove/Secure Tents (*if safe to do so*):
 - All small tents (10'x10') must be taken down immediately.
 - Professionally installed tents should have all side walls removed or pushed to the sides.
 - Evacuate people from the areas around tents.
3. Secure Staging/ High Structures:
 - remove or untie all side walls as appropriate
 - close and secure side doors
 - remove any backdrops and tarp equipment (tarps must be secured with bungees).
 - Evacuate people from the areas around the stage/structure.
4. Power down all electronic equipment and generators.
5. Tear down site once severe weather has passed and it is safe to do so.

Risk & Disaster Management

Event Shut Down Consultation Team:

- Name _____
- Name _____
- Name _____

First Aid:

- Available to spectators, participants, volunteers, staff
- Operated by medically trained volunteers (i.e. nurse, paramedic, doctor)
- First aid supplies located at tent, plus fanny pack stocked with supplies for roving site
- staff with valid standard first aid and CPR available, if required

MEOC (Mobile Emergency Operations Centre) - If Required (not mandatory)

- MEOC will be on site for duration of events
- The following personnel will have access:
 - Fire Services
 - Risk and Disaster Management
 - Event Organizers
- Primary purpose will be to monitor weather conditions
- MEOC radios are available for use to event supervisory staff
- MEOC will be activated in the event of an incident

Mass Casualty Incidents (MCI)

- Event will be postponed if:
 - An incident occurs with less than 4 patients
 - The incident is contained to a small, manageable area
- Event will be shutdown if:
 - An incident occurs with more than 4 patients
 - The event site is deemed unsafe
 - Event site integrity must be maintained in the event of an investigation
 - The event must be postponed for an excessive amount of time
 - The following groups will determine event shutdown:
 - Protective Services

- Fire Services
- Event Consultation Team

Weather Monitoring

- Weather monitored throughout event by one or two designated individuals
- Three (3) sources for weather information:
 - Environment Canada (forecast & radar imaging)
 - The Weather Network (forecast & radar imaging)
 - City of Leduc Website (current conditions including wind speed)
- Staff/volunteers will be pre-assigned specific duties in the event of a shut down
 - Spectator, participant evacuation
 - Remove/secure tenting
 - Remove/secure staging
 - Power down generators

Communications:

- Media Inquiries during the event:
 - Name_____
- Inquiries related to an incident during the event:
 - Name_____

Evacuation Process:

- It is the responsibility of the event organiser to have an evacuation plan in place identifying the following:
 - Site evacuation map
 - Location of muster point/area
- Ensure muster point signs are posted in conspicuous areas
- Have all supervisory staff instructed on the evacuation plan and processes