

IMPORTANT

The following items are NOT permitted.

- Commercial Cooking Equipment
- Deep-Frying Equipment
- Non-Portable Fire Pits

If you have any questions in regards to the information contained within this pamphlet or in regards to the site plan or checklist, please contact our Fire Prevention Branch 780.980.8475.

Brought to you by:



Basic Site Map & Checklist

Organizer Name: _____

Contact Ph. #: _____

Cell Ph. #: _____

E-mail: _____

Shelter/Muster Area or address:

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Please Check Off All That Apply

- ☐ Road Closure Permit
- ☐ Fire Extinguisher
- ☐ Accessibility for Neighbors
- ☐ Accessibility for Fire Services/EMS
6 meters (20 feet)
- ☐ Site diagram



Basic Outdoor Event Safety Checklist

Main Address of Event

Instructions:

- Please read through the following important information provided within this pamphlet.
- Once completed please draw up your site plan and complete the checklist located on the last two portions of this pamphlet.

Using a Fire Extinguisher

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

Pull

Aim

Squeeze

Sweep

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:

1. Everyone has left or is leaving the area.
2. The fire department has been called.
3. The fire is small and confined to the immediate areas where it started such as, in a wastebasket, cushion, small appliance, stove, etc.
4. You can fight the fire with your back to a safe escape route.
5. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
6. 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.

Fire Prevention

1. Keep all entrances, exits and roadway(s) clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Keep areas free of unnecessary combustible materials.
3. Use proper degreasing agents. Never use gasoline or other "flammable liquids" for degreasing or cleaning equipment.
4. Fuel storage and hazardous materials are stored appropriately and are not obstructing access or exits from event site
5. Fire Hydrants are to be unobstructed (if applicable) at all times
6. Ensure the Fire Department has clear access to the event
7. All supervisory staff should know the location and use of the firefighting equipment in their area
8. **Fire extinguishers must display a current annual inspection tag**
9. An appropriate number of fire extinguishers supplied
 - 1 fire extinguisher for every 139 m² (1500 ft²) **and/or**
 - 1 per structure / tent / trailer on site
10. Fire extinguishers are to be ready for use
11. Never return an empty extinguisher to its fire station. Clearly mark it out of service and exchange it for a charged unit.

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

Severe Weather - Risk & Disaster Management

- Consistent weather monitoring throughout event via:
 - Internet link to Environment Canada and The Weather Network.
- Event should be 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.
2. Remove/Secure Tents (*if safe to do so*):
 - All small tents (10'x10') and / or inflatable structures must be taken down immediately.
 - Evacuate people from the areas around tents.
3. Power down all electronic equipment and generators.
4. Tear down site once severe weather has passed and it is safe to do so.

Rationale: The purpose of the following information is to promote fire safety, and provide public education to all within our community. Please note that the information provided is to be used as a resource to enhance safety at your block party. It is highly recommended to use the following safety information should an emergency occur.