



Volume

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First Edition

SPECIAL EVENTS GUIDE TO FIRE SAFETY PLANNING

FOR SPECIAL EVENT COMMITTEES



ST. JOHN'S REGIONAL FIRE DEPARTMENT

Special Events Guide to Fire Safety Planning

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ST. JOHN'S



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INTRODUCTION

Understanding proper emergency management and evacuation is a crucial step in being prepared for an emergency.

This guideline has been prepared by the City of St. John's and the St. John's Regional Fire Department in conjunction with the Royal Newfoundland Constabulary and the Newfoundland Liquor Corporation. 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 of the procedures in the plan must provide staff and occupants with the guidance necessary to ensure the safe evacuation from the event area.

 ***Appendix A contains the template “Special Event Security Certification”, that will be required to be completed by the Special Events Advisory (Organizing) Committee. At any time, the Committee may be asked to produce a completed copy of this form prior to, during and/or after a Special Event.***

ICON KEY

 Important to Note!

 Template in Appendix

Objectives

Special Event Fire Safety Planning has 2 primary objectives:

- ✓ Fire Hazard Control
- ✓ Emergency Evacuation

Special Event Fire 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 event area in the event of fire, or emergency requiring the same.

ASSESSMENT OF EVENT AREA AND HUMAN RESOURCES

Before the preparation of a Fire Safety Plan can begin, there needs to be an assessment performed on the event area and staff required for the event. Items of interest are:

<i>Event Area</i>	<i>Human Resources</i>
<i>Capacity of event area</i>	Event Organizer
<i>Exit capacity of event</i>	Supervisory staff
<i>Access for fire department equipment</i>	Occupants

CAPACITY

Capacity of Event Area

To determine the capacity of the event area, there must be:

1. Measurement of the gross area without any omissions for items such as stages or beer tents.
2. Measure and subtract from gross area individual items such as stages or beer tents.
3. Measure and subtract from gross area any pathway or area set aside for occupant travel.
4. The remaining area is the Net Event Area and this number (in square feet) is divided by 7 to determine the occupant load based on Net Event Area.

HUMAN RESOURCES

Trained supervisory staff can be of great value in directing and assisting the orderly movement of people in the event of a fire or emergency, and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfill their responsibilities during an emergency. Based on these facts, the evacuation objective outlined is met simply and realistically with evacuation control personnel and the involvement of the event organizer in evacuation control.



REVIEW OF STAFF AND/OR SECURITY

Event Organizer

The event organizer (or person-in-charge during event) is responsible for the coordination of personnel for the event. The first decision of the event organizer is to either:

- Personally hire all staff for the event and ensure they are properly trained, or
- Contract a private security company to provide the necessary trained personnel requirements.

Note:

If the event organizer decides to contract a security company for the event, the organizer must still ensure all their personnel are properly trained.

 *Located in Appendix A is a template “Special Event Security Certification”, that will be required to be completed by the Special Events Advisory (Organizing) Committee. At any time, the Committee may be asked to produce a completed copy of this form prior to, during and/or after a Special Event.*

Event Security/Crowd Managers

As stated in the NFPA 101 Life Safety Codes, under subsection 13.7.5 ‘Crowd Managers’:

‘In assembly occupancies having occupant loads exceeding 1000, there shall be trained crowd managers or crowd supervisors at a ratio of one crowd manager/supervisor for every 250 occupants. The crowd manager shall receive approved training in crowd management techniques.’

Event Security/Crowd Managers’ responsibilities and training are arranged by the Event Organizer. It is very important that all Event Security are well trained and knowledgeable of all their responsibilities in order for the fire safety plan to be effective.

RESPONSIBILITIES AND DUTIES

Event Organizer

The event organizer has the responsibility of the organization of the full event. In terms of the fire safety plan the following must be adhered to unless otherwise indicated by the SEC (Special Events Committee):

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

Event Security/Crowd Managers

Event Security/Crowd Managers 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 routes remain unobstructed.
- All fire hazards that are discovered must be reported to the Event Organizer immediately.

The duties of the Event Security/Crowd Managers 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 his/her area to the outside of the event area.
- Report to the Fire Safety Manager whether his/her area is evacuated.

CLUBS AND LOUNGES WITHIN EVENT AREA

Trained supervisory staff is essential in directing and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

If an event is located in an area that also contains clubs or lounges that are to be part of the event, there are additional requirements.

To ensure safe evacuation of the event area and clubs or lounges within the event area there needs to be cooperation between event staff and bar staff. This cooperation is more easily handled if the Event Organizer takes charge and all clubs and lounges deal with this situation in their own fire safety plan. Some key issues that need to be addressed are:

Emergency Vehicle Access

If an emergency vehicle needs access to the event area, the following procedure should be followed:

- Exit fencing is to be removed for emergency vehicle access.
- Clearance of the required location for vehicles from occupant congestion.
- Event Security will escort the vehicle with security on all sides of the vehicle to protect unaware occupants.

Exiting of Occupants

If a club within the event area has an exit that is not located on the same street as the event, then these exits should be used to avoid congestion within the event area.

Capacities

During an event all bars must still follow the capacity requirements specific to their own establishment.

If an emergency situation arises in a club during an event the following will apply:

- Bar staff will contact the Event Organizer to inform him/her of the situation.
- Event Organizer coordinates with Event Security to:
 1. Clear area outside club from any congestion.
 2. Prepare for potential event evacuation.
 3. Prepare for emergency response vehicles.
- Bar staff to implement emergency evacuation procedures.

If an emergency situation arises that require evacuation of both the event area and clubs, then the above procedure for clubs as well as the procedure for evacuation of the street (discussed later) is set in motion.



PROCEDURES DURING AN EVENT

Emergencies can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

BEFORE THE EVENT

Before an event is to begin the following procedures shall be adhered to:

- A head count of the number of occupants in bars before gates open to account for them in the overall capacity.
- A test run of the recommended communication system (discussed later) one half hour before gates open.
- Clearly identifiable Event Security/Crowd Managers patrolling the event area, ready to assist occupants of the event in any way.

Note:

The test run of the communication system requires all clubs and lounges to confirm the page was received. **If confirmation is not received, your establishment will be visited by a representative of the fire department.**



DURING THE EVENT

Safety Identification During Event

During an event the following procedures and measures should be adhered to:

- Before and between stage acts, someone on stage will address the crowd about:
 1. The location of all emergency exits, and
 2. All drinks that are consumed within the event area must be in plastic cups.
- Posting of brightly visible exit and directional signs.

Ticket Procedures



The following procedures for tickets should be followed during an event:

- Once entering the event, the ticket stub should be passed back to the occupant and their hand should be stamped with a special unique stamp for the event.
- People leaving the event should also be warned that they must line up to get back in the event and they have to show their ticket stub and stamped hand to gain admittance.
- Once ticket sales begin to reach the maximum capacity determined by the authority having jurisdiction, admittance to the event will be based on one person entering for every person leaving.
- If capacity is reached as mentioned above, Event Security will have waiting occupants form a line outside the main gate, ensuring that the line will not interfere with traffic or the egress of other occupants.

Emergency Vehicle Access

If an emergency vehicle needs access to any part of the Event Area the following procedure shall be followed:

- Exit fencing is to be removed for emergency vehicle access.
- Clearance of the required location for vehicles from occupant congestion.
- Event Security will escort the vehicle with security on all sides of the vehicle to protect unaware occupants.

Full Event Evacuation

In the event there is a need to fully evacuate the Event Area the following procedures shall be adhered to:

- Music will be stopped and a designated person, by microphone, will calmly direct occupants to leave the event.
- All main exits will be open to full capacity to prevent any congestion at the exits.
- Any secondary exits will have barriers removed to accommodate for the flow of occupants.
- Event Security roaming the perimeter will direct occupants to the nearest exit.
- Event Security will also be placed at all exits ensuring no congestion of people.

Note:

The SEAC should have a megaphone as a backup in the event of a power outage.



COMMUNICATION REQUIREMENTS

Are you prepared in the event of a fire? There are no second chances, therefore instead of guessing what to do, know what to do.

SPECIAL EVENTS WITH CLUBS OR LOUNGES WITHIN EVENT AREA

Large scale events involving clubs and lounges contained within the event area is a unique situation and therefore requires a more detailed communication system in the event of an evacuation.



Responsibility

The communication requirements during special events need a central body to coordinate and distribute the hardware needed for all establishments. Since there is the possibility of frequent ownership turnover in the nightclub business, it is recommended that the Special Events Advisory Committee (SEAC), in consultation with a SJRFD representative, take charge of the implementation of this system.

Purpose

During large scale events there is a need for all nightclubs or lounges located within the event area to have the capability to communicate the occurrence of an emergency to other establishments and crowd managers located on the street. This capability has the potential to help in the controlled evacuation of occupants and staff in a safe and orderly way by giving staff of all clubs important notification of an incident. An acceptable communication system is a pager based system as described below.

Communication Notification System



A designated staff member at each club and/or lounge will carry an alphanumeric pager. In the event of an emergency and/or evacuation of the street, the pager will vibrate and a message will appear on the pager, indicating the location of the incident. This provides early notification to each club and lounge so that the staff designate is aware of the potential for evacuating its' patrons through exits away from the location of the incident.

It is important that the designated staff member have:

- An understanding of how the pager system works in terms of testing procedures and responding to a page;
- A thorough understanding of the evacuation plan developed for his/her specific location;
- An understanding of what exits should be used based on whether the incident is on the east or west side of the street;
- The ability to execute an evacuation or react under pressure and within a timely manner.

How Paging System Works

- All pagers will be set up to respond simultaneously to one phone number.
- For security reasons there will be an access code to enter to gain entry to the pager network.
- This phone number and access code is only known by Emergency Dispatch (i.e: 9-1-1 or local emergency phone number).
- Once an emergency call is received by Emergency Dispatch, they will respond by calling the pagers and entering a code that will send a text message to all pagers.
- The message will indicate the location of the incident (ie. Fire at "Murphy's Pub", please wait for further instructions from Emergency Responders on scene or through this paging system).
- If required, each club will evacuate based on the location of the incident and by its own evacuation plan.

Test Procedure

Before the start of any Special Event, a test procedure will be conducted by the Emergency Dispatch to ensure all pagers are in working order.

- At a minimum of 30 minutes before the doors open at a special event the paging system must be set on vibrate and set off with a test code to ensure all clubs confirm the system is fully functional.
- Once the page is received, the staff designate at each club shall contact the Emergency Dispatch by calling 722-1234 to confirm that he/she has received the test page.
- If a confirmation call has not been received, the club will be contacted through the Organizing Committee (“Promoter”) to confirm whether the page was received. If the pager is not working, an alternate pager will be requested.

SPECIAL EVENTS WITHOUT CLUBS OR LOUNGES WITHIN EVENT AREA



Responsibility

The communication requirements during special events need a central body to coordinate and distribute the hardware needed for all security staff. It is recommended that the Committee designated for the organization of the event take charge of the implementation of this system.

Purpose

During large scale events there is a need for all Event Staff/Crowd Managers located within the event area to have the capability to communicate the occurrence of an emergency to other Event Staff/Crowd Managers located within the event area. This capability has the potential to help in the controlled evacuation of occupants and staff in a safe and orderly way by giving staff important evacuation information. The communication system implemented is at the discretion of the Special Events Advisory Committee (SEAC) (ie. pagers, radios, etc.), and should be detailed within its Safety Management Plan.

APPENDIX A

**SPECIAL EVENT SECURITY CERTIFICATION
TEMPLATE**

APPENDIX B

**FIRE DRILL AND/OR INCIDENT REPORTING
TEMPLATE**
