



EVENT SAFETY AND EMERGENCY RESPONSE PLAN

1. Organization and contact information

Organization: _____ Main contact person: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact tel: _____ Alternate tel: _____

2. Event details

Event name: _____ Event type (i.e.: concert, beer garden, etc.): _____
 Location (building name and address): _____
 Date and time: _____ Expected attendance: _____
 Is this a public or private event? _____
 Will food be served? Yes No
 Will alcohol be served? Yes No
 If yes, has the Dean or appropriate VP approved the liquor license application? Yes No
 If yes, has the RCMP signed off on the liquor license application? Yes No

What is the capacity of the space being used?
 Please provide the name and telephone number of the person the liquor license has been issued to:

3. Emergency situations

Objectives: To prevent fires by the control of hazards on the site and by general maintenance of the site to ensure the protection of all those present at the event.

FIRE

- Before the event, I will check that exit doors are not blocked.
- If there is a fire during the event, I will pull the fire alarm.
- If there is a fire during the event, I will call 911.

EARTHQUAKE

- For outdoor events: I will instruct attendees to find an open space away from wires or unstable structures.
- For indoor events: I will instruct attendees to find safe cover under doorways or tables.
- I will ensure attendees remain in their safe spots until shaking stops.

BOMBTHREAT

- On receiving notification of a bomb threat, I and my colleagues will treat it as a genuine emergency.
- I will initiate bomb-threat procedures by calling the fire department and RCMP (911), and Campus Security.
- I and my group will cease all activities and sit calmly until instructed to act by emergency services.
- If emergency services determine that evacuation is necessary, I will comply with instructions and cooperate to move attendees a safe distance from the site.



POWER FAILURE

I will turn on flashlights and position myself with them in walkways or near the exit in order to help my attendees outside.

I will ensure that all of my attendees arrive safely outside, and will wait with them until power is restored or further instructions are given.

EXTREME WEATHER (outdoor events only)

In the case of extreme inclement weather, I will use the bull-horn to announce the need to end the event.

MEDICAL EMERGENCIES

I will call an ambulance (911) or use basic first aid as appropriate to the situation.

I will maintain calm around the situation and ensure that medical personnel have access to the injured person or people.

4. Occupant load

You may be asked for an accurate occupant-load count by a member of the Fire Department, Campus Security, or RCMP. This count must be kept with a mechanical counter or appropriate electronic device. How will you ensure that the maximum occupant load for your event venue is not exceeded?

5. Safety zone location and evacuation plan (attachment)

Please describe the location to which people will be evacuated in the event of an emergency, as well as the location where emergency services will be able to access the site. Please attach a map showing evacuation routes, meeting point, and emergency access points.

6. Alcohol plan (for events where alcohol will be served) How will you control and prevent access to alcohol by minors?



What size and type of container will be used to serve alcohol?

How many drinks can be purchased per transaction?

What is the price per serving of each drink?

Please detail your plan/procedure for dealing with guests who become intoxicated at your event.

Please detail your plan/procedure for dealing with guests who arrive intoxicated to your event.

7. Additional information

Are there washrooms at your event location?

Yes No

Are there fire extinguishers on the premises, or will you supply your own?

Yes No

Are there trash and recycling bins available?

Yes No

Will your guests have access to fresh or bottled water?

Yes No

Will you provide information on emergency procedures and safety resources at your event?

Yes No

Email the completed form to room.bookings@ubc.ca