

Scheduling Services, Enrolment Services

Brock Hall 0040-1874 East Mall Vancouver, BC V6T 1Z1 Tel: 604-999-8135

If emergency services determine that evacuation is necessary,

I will comply with instructions and cooperate to move

attendees a safe distance from the site.

Email: room.bookings@ubc.ca

EVENT SAFETY AND EMERGENCY RESPONSE PLAN

1.	Organization and contact information	
	Organization:	Main contact person:
	Address:	City:
	Postal Code:	Email:
	Contact 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?	What is the capacity of the space being used?
	Will food be served? Yes No	Please provide the name and telephone number of the person the
	Will alcohol be served? Yes No	liquor license has been issued to:
	If yes, has the Dean or appropriate VP approved the liquorlicense application? Yes No	
	Ifyes,has the RCMP signed off on the liquor license application? Yes No	
<i>3.</i>	Emergency situations	
	Objectives: To prevent fires by the control of hazards on the site a all those present at the event.	nd by general maintenance of the site to ensure the protection of
	FIRE	BOMBTHREAT
	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.	colleagues will treat it as a genuine emergency.
	If there is a fire during the event, I will call 911.	I will initiate bomb-threat procedures by calling the fire department and RCMP (911), and Campus Security.
	EARTHQUAKE	
	For outdoor events: I will instruct attendees to find an open space away from wires or unstable structures.	I and my group will cease all activities and sit calmly until instructed to act by emergency services.

under doorways or tables.

shaking stops.

For indoor events: I will instruct attendees to find safe cover

I will ensure attendees remain in their safe spots until

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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?



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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. Additional information Will your guests have access to fresh or bottled water? Are there washrooms at your event location? Yes No Yes No Will you provide information on emergency procedures and Are there fire extinguishers on the premises, or will safety resources at your event? you supply your own? Yes No No Yes Are there trash and recycling bins available? Yes No

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

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