



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