



City of Leduc Fire Services

Indoor Special Event Emergency Plan



Indoor Special Event Emergency Plan



Definitions

Assembly Occupancy	The occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
Canopy	An enclosure or structure constructed of fabric or pliable material supported by any manner other than air or the contents it protects and is open without sidewalls or drops on at least three sides of the structure.
Tent	A structure enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.
CAN/ULC-S109-03 Identification	These requirements apply to the performance in flame-exposure tests of flame-resistant fabrics of natural, synthetic, or combinations of natural and synthetic fibers, or plastic films intended for such use as tents, awnings, draperies or decorations. The flame resistance of the fabric or film may be inherent in the material used or may be the result of chemical treatment to retard ignition and spread of flame.
Flame Retardant	A listed chemical, chemical compound or mixture which when applied in an approved manner to any fabric or other material will render such fabric or material incapable of supporting combustion.
Labelled	Equipment or materials to which has been attached a label, symbol or other identifying mark indicating that it has been manufactured under a certification program, administered by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Listed	Equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada
Cooking Appliance	Electric or gas-powered equipment used in the process of preparing food. Examples of cooking appliances include but are not limited to deep-fat fryers, ranges, griddles, broilers, woks, tilting skillets, braising pans, barbecue, and ovens.
Cooking Booths	Booths where food is prepared by a heating or cooking process such as but not limited to; grilling, frying, barbecuing, flambé, deep fat frying, baking, warming and boiling.
Demonstration Cooking	Cooking for the demonstration of cooking products, cooking processes for a specific food or showcasing of specific cooking skills. In all cases, food cannot be for sale.
Emergency Management	The organization and management of the resources and responsibilities for dealing with aspects of an emergency (preparedness, response, mitigation, and recovery). The aim is to reduce the harmful effects of all hazards. A plan that clearly defines the processes to be followed in the event of an emergency occurring during a planned event.
Shall	Indicates a mandatory requirement.
AHJ	Authority Having Jurisdiction
NFC-AE	National Fire Code – Alberta Edition



Event Phone List

Emergency Community Resources

Police / Fire / Ambulance.....911
Poison Control Centre.....1.800.332.1414

NON-EMERGENCY PHONE NUMBERS

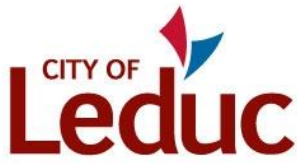
RCMP.....780.980.7267
Community Peace Officer.....780.980.1537

City of Leduc Emergent Venue Contacts

Venue Key Holder.....780.980.7120
Security.....780.980.7120
Events & Bookings.....780.980.7118
events_bookings@leduc.ca
Facility & Property Services780.203.8733
Telsco780.424.6971

These numbers are used in the event of emergencies.

Contacts for your non-emergent matters should be directed to Events & Bookings department or City of Leduc staff onsite at the venue.



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Event Description

Type of Event: _____ Name of Event: _____

Event Address: _____

Date(s) of Event: _____ Time(s) of Event: _____

Event Set-up Date(s): _____ Time(s) of Set-up: _____

Event Move-out Date(s): _____ Time(s) of Move-out: _____

Detailed Description

Event Manager Name: _____

Contact Ph#: _____ Email Address: _____

Alternate Contact: _____ Contact #: _____

Event Day Site Safety Coordinator Name (Individual who can provide detailed info about set-up and operations)

Name: _____ Contact #: _____

Alternate Contact: _____ Contact #: _____

First Aid Services (Company or Individual):

Name: _____ Contact #: _____

Estimated Number of people within a peak given hour: Staff + Participants + Attendees

Onsite Security Company or Security Personnel if Applicable- **Must Have Full Working Knowledge of Emergency Plan**

Lead Contact Name: _____

Contact #: _____

Company Name if applicable: _____

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Please check mark ☒ any of the following that applies to the event

Liquor Service	<input type="checkbox"/>
Event Site Diagram	<input type="checkbox"/>
Stages and/or Platforms	<input type="checkbox"/>
Suspended Fixtures (e.g., speakers, lighting)	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>
Overnight Structures or Recreational Vehicles	<input type="checkbox"/>
Temporary Structure Permit Approved	<input type="checkbox"/>
Food Prep – Cooking or Warming Appliances	<input type="checkbox"/>
Food Trucks	<input type="checkbox"/>
Motor Vehicle Display	<input type="checkbox"/>
Additional Power Required	<input type="checkbox"/>
Security	<input type="checkbox"/>

Site Diagram Specifications

A floor plan needs to be incorporated into the Event Safety Plan and be kept with the Event Manager and be posted on site in a conspicuous area(s).

A diagram should include the following:

- Location of exit(s)
- Location of evacuation route(s)
- Location of muster point(s)
- Detailed physical layout of the event to include exhibit/booth floor plans
- Location of fire extinguisher(s)
- Location of fire alarm "pull stations" if applicable
- Location of first aid station
- Location of Flammable or Combustible liquids or Gases /Hazardous Processes
- Road Closure Permit Require if marked off on page 1
- Booth layout (to scale) of the entire show
- Location and dimensions of all aisles and cross aisles.

NOTE: Aisles shall be a minimum of 2.5m wide (8ft) with 3.5m (11ft) for the main aisles at front and rear of exhibit hall

- Size and location of stages or other performing areas

Note: It is the responsibility of the event organizer to have an event specific evacuation map/route when the original building floorplan is altered.



Indoor Special Event Emergency Plan



I have read and understand the requirements of the Event Emergency Plan

I understand that it is the responsibility of the Event Organizer to implement the details outlined in the Event Emergency Plan.

I understand that it is the Event Organizer's responsibility to review with all supervisory staff on the Event Emergency Plan and processes

Date _____

Name (print) _____ **Signature** _____

Keep a copy of the Event Emergency Plan with the Event Manager and available for inspection

Any modifications to the Emergency Plan MUST BE resubmitted for review.

Inspections of the event will be conducted according to the reviewed and signed Emergency Plan.

Blank Space

Indoor Special Event Emergency Plan



The types of events that must meet the City of Leduc Fire Services Indoor Special Event requirements include, but are not limited to home shows, auto shows, boat shows, trade shows, ice shows, music concerts, circuses, monster truck shows, rodeos, wrestling events, religious gatherings, and any other special event of public assemblage. In addition, events with one or more of the following special circumstances will require approval and/or a permit prior to the event:

1. Use of candles or open flames
2. Pyrotechnics or fireworks display
3. Tent or air-supported temporary membrane structure over 27.9m² (300sq.ft.)
4. Electric, liquid or gas-fueled vehicles or equipment in assembly buildings (see "Display of Motorized and Non-motorized Vehicles" section on page 9)
5. Special amusement (includes haunted houses)
6. Indoor cooking (see "Cooking" and "Demonstration Cooking" sections on page 8 and 9)

If the following situations and/or circumstances are to occur during an event, then detailed plans of use shall be included in the information package:

1. Displays and operation/use of any open flame, candles, lamps, torches, cooking, etc.
2. Use of Liquefied Petroleum Gas (LPG)/ Liquefied Natural Gas (LNG)
3. Use, handling or storage of any pyrotechnic materials or devices
4. Temporary membrane structures, tents, canopies, or covered exhibit booths
5. Display of any motorized or non-motorized vehicles
6. Use of special fuel blends for motor vehicle events indoors
7. Use of vehicle for indoor event

City of Leduc Fire Services must receive the Indoor Special Event Plan package for review at least thirty (30) days prior to the event.

Inspection of the Event

In order to maintain compliance with fire and life safety requirements, periodic inspections may be conducted by Leduc Fire Services. These inspections may include:

1. During the move-in/set-up period, closing (move-out), and/or removal of materials used for the event, Leduc Fire Services may perform an inspection with the event coordinator for life safety issues. Any deficiencies noted, shall be corrected immediately or within the time frame agreed upon
2. Once the event has opened, daily visits by Leduc Fire Services may be conducted
3. Cooking and motor vehicle displays may be spot checked by Leduc Fire Services and requirements will be strictly enforced

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Onsite Fire Safety Codes Officer

At the discretion of the City of Leduc Fire Services, one or more Leduc Fire Services members may be required to be present at the event. If Fire Services members are required, the event will be billed at the current Leduc Fire Services fees/charges.

Event Interruption/Shutdown

Upon finding any act or condition that is deemed unsafe or constitutes imminent danger, the City of Leduc Fire Services has the authority to stop the event until such condition is corrected.

Structures and Exhibit Booth Requirements

1. Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing; materials in violation shall be immediately removed from the building.
2. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: paper, cardboard or foam products.
3. All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA listing:
 - a) Three wire (grounded) cords shall not be plugged into two (2) wire extension cords
 - b) There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting)
 - c) All electrical plugs and cords shall be free from defects. Only listed electrical devices and cords shall be allowed
 - d) Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9m² (300 ft²) without written approval from the City of Leduc Fire Services

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Structures and Exhibit Booth Requirements cont.

4. Booths that include tents, canopies and/or other structures inside a building having between 9.3m² (100 ft²) and 27.9m² (300 ft²) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
5. Booths that include tents, canopies and/or other structures inside a building having between 9.3m² (100 ft²) and 27.9m² (300 ft²) of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.
6. Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
7. Minimum of 3m (10ft) separation is required between each 27.9m² (300 ft²) aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9m² (300 ft²) shall not be permitted.
8. All required "EXIT" signs shall be visible from any location in the room. Drapes, curtains, or displays shall not obstruct view of "EXIT" signs. Temporary directional "EXIT" signs may be required to clearly indicate the direction of egress.
9. Exits and aisles shall be clear and free of obstructions. Main aisles shall be 3.5m (11ft) wide and all other aisles shall be a minimum of 2.5m (8ft) wide.
10. Fire extinguishers, hose cabinets, fire hose standpipe connections and other fire appliances shall be maintained, clearly visible and accessible at all times. A minimum of 1m (3ft) clearance shall be provided with full frontal access to firefighting equipment.
11. The number of persons allowed within any event shall not exceed the occupant load permitted for the venue.
12. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e., helium tanks). Portable holders are permitted.
13. Any additional requirements shall be determined by the City of Leduc Fire Services for each event.

Storage

Storage of packing materials and surplus literature shall be confined to areas that must be coordinated with the Facility Staff and reviewed by Leduc Fire Services.

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Display of Motorized & Non-Motorized Vehicles

When motorized vehicles are to be displayed during an event, the City of Leduc Fire Services shall be notified in advance. Events with displayed motorized vehicles shall comply with, but not limited to, the following:

1. Vehicles shall not be started or operated within any assembly building during show hours.
2. Vehicles shall have a limiting distance of 3 meters (10 ft) between each vehicle.
3. An Alternative Fuel vehicle and/or All-Electric vehicle shall be positioned in the portion of the display floor where said vehicle can be easily removed or accessed by Fire Services.
4. Mobile Cooking Operations and / or Vehicles with LPG/LNG are not permitted in assembly occupancies.
5. Petroleum Fuel vehicles and Alternative Fuel vehicles, and/or All-Electric vehicles shall not be mixed together in the same display area. Each grouping of like kind vehicles shall have a limiting distance of 6 meters (20 ft) between each different grouping.
6. All fuel tank openings shall be locked or sealed in an approved manner. Where it is not feasible to lock or seal the opening, the fuel tank shall be empty. Adding or removing fuel indoors is prohibited.
7. The amount of fuel contained within a Petroleum Fuel vehicle's fuel tank shall be reviewed at the time of application by the AHJ. The recommended capacity within the fuel tank is one quarter (25%) of the tank capacity or 20L whichever is less.
8. An Alternative Fuel Vehicle and/or All-Electric Vehicle (AVE) shall have the corresponding manufactures Emergency Response Guide (ERG) supplied to the City of Leduc Fire Services.
9. No charging of Alternative Fuel Vehicle and/or All-Electric Vehicle (AVE) while they are indoors.
10. A detailed floor plan shall include, limiting distances and vehicle fuel type, for the arrangement of vehicles on display, and shall be provided to the City of Leduc Fire Services for review.

ALL VEHICLE DISPLAYS ARE SUBJECT TO CHANGE ON REVIEW BY THE AHJ

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Cooking or Warming

1. Cooking and/or warming appliances shall be listed and labeled for commercial use (not residential) by a recognized testing laboratory (e.g., CSA or ULC). Individual cookware and warming devices shall not exceed .5 meters x 1 meter (18in x 39in.).
2. Cooking and/or warming appliances shall be electric. Exception: approved commercial cooking appliances that use no more than (2) 10-ounce non-refillable LPG/butane containers or one 5lb propane cylinder connected directly to the appliance at any time, shall be allowed. Containers shall not be used with a manifold.
3. Sterno may be used for warming trays; other open flame devices are prohibited without appropriate permits from the City of Leduc Fire Services.
4. Cooking/warming appliances shall be isolated from the public having a minimum of 1-meter separation on all sides, or by providing a sturdy, mounted separation shield between the appliance and the public.
5. The surfaces, on which cooking/warming appliances are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, it is required that the surface will be provided with adequate protection.
6. Fire protection shall be provided for any booth utilizing cooking/warming appliances. Each booth shall have the following fire protection equipment:
 - a) a mounted 2A-10BC extinguisher
 - b) a portable "K" class extinguisher
 - c) a smothering lid for each individual piece of cookwareNote: All fire extinguishers must be listed, labeled, and tagged.
7. Cooking or warming appliances that produce grease laden vapours must meet NFPA 96 requirements. "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".
8. Any additional requirements will be determined by the City of Leduc Fire Services for each event.

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Demonstration Cooking

1. Cooking and/or warming appliances shall be listed and labeled for commercial use (not residential) by a recognized testing laboratory (e.g., CSA or ULC) and shall be isolated from the public having a minimum of 1-meter separation on all sides, or by providing a sturdy, mounted separation shield between the device and the public. Residential appliances shall only be permitted if they are part of the demonstration and approved by The City of Leduc Fire Services.
2. Cooking and/or warming appliances shall be electric. Exception: approved commercial cooking appliances that use no more than (2) 10-ounce non-refillable LPG/butane containers or one 5 lb. propane cylinder connected directly to the appliance at any time, shall be allowed. Containers shall not be used with a manifold.
3. Fire protection shall be provided with any booth utilizing cooking appliances that use or produce insignificant amounts of oils and/or fats. Each cooking booth will require:
 - a) a "K" Class fire extinguisher
 - b) a mounted 2A-10BC extinguisher
 - c) a smothering lid for each individual piece of cookware
4. A maximum of two pieces of cookware may be used at any time per booth.
5. Demonstrations may include cooking appliances, cookware, or food.
6. A non-combustible, closable container must be used to dispose of used oil and labeled as such.
7. Mobile Cooking Operations and / or Vehicles with LPG/LNG are not permitted in assembly occupancies.

Seating requirements

If any indoor special event requires seating arrangements the following information from the NFC-AE shall be adhered to:

1. When nonfixed seats are provided in assembly occupancies, the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm (16") between rows. Measurement is taken from the backs of the seats in one row and the edges of the seat portion in the next row directly behind.
2. Each row of seats between aisles shall be no more than 15 seats with backs, or 25 seats without backs.
3. The clear width of an aisle shall be not less than 1.1 meters (3.5 ft).
4. The width of an aisle is permitted to be reduced to not less than 750 mm (2.5 ft) when serving 60 seats or fewer.
5. Dead-end aisles shall not be longer than 6 meters (20 ft).
6. When the occupant load exceeds 200 persons, the seats in a row shall be fastened together.
7. The distance to a means of egress by means of any aisle shall be not more than 30 meters (98 ft) in the case of an assembly occupancy that is not sprinklered, or 45 meters (148 ft) in the case of an assembly occupancy that is sprinklered.
8. When nonfixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall be not less than 1.5 meters (5 ft) where seating is arranged on both sides of tables (back-to-back), or 1 meter (3 ft) where seating is on one side only.

National Fire Code – Alberta Edition 2.7.1.5:

Attendance	Minimum Width for Main Aisle	Minimum Width Between Rows of Chairs	MAXIMUM # Of Chairs per Row		Chairs Connected
			<u>Backs</u>	<u>No Backs</u>	
0 – 60	75 cm	40 cm	15	25	No
61 – 180	1.1m	40 cm	15	25	No
181 - 200	1.2 m	40 cm	15	25	No
201 and Greater	(0.61 cm) x (# of Chairs)	40 cm	15	25	Yes



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Event Notes:

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