

**TOWN OF COBOURG
RECREATIONAL FACILITY
SPECIAL EVENT & SEASON USER
FIRE SAFETY PLAN**

Definitions:

- Event Organizer: Any individual, groups or corporations that rent or use space within the Cobourg Community Centre or other Town of Cobourg recreational facility.
- User Group: Any individuals, groups or corporations that rent or use space within the Cobourg Community Centre or other Town of Cobourg recreational facility on a regular basis.

Fire Safety Responsibilities:

- Assigning an Event Organizer/User Group Administrator who is responsible for the overall administration of the Event Organizer/User Group and is responsible for ensuring that the Event Organizer/User Group is meeting the requirements of the Fire Safety Plan while occupying a Town of Cobourg facility.
- Ensuring that when on site one (1) person is designated as the Event Organizer/User Group Representative to be responsible for leading the emergency evacuation of the area occupied by the Event Organizer/User Group and ensuring the Representative is instructed on the applicable emergency evacuation procedures for the facility.
- Ensuring that all Event Organizer/User Group Assistants are instructed on evacuation procedures for the facility.
- Notifying of appropriate Town of Cobourg staff when the Event Organizer/User Group intends to use a portion of or the facility for an event outside of the normal use for the facility.
- When requested by Town of Cobourg staff, providing an event layout plan which meets the requirements of the Cobourg Fire Department and ensuring that the event layout is implemented in accordance with the approved event layout plan.
- Ensuring that an appropriate staff/volunteer-to-attendee ratio is maintained so that persons can safely execute their duties.
- For those events where the number of attendees is unknown prior to the event (i.e. trade shows, large dances, etc.) ensure that the occupants load is not exceeded by maintaining a count of persons entering and exiting the event area.
- Providing a list of any WHMIS controlled products which will be brought into the building (i.e. hazardous materials, flammable liquids, combustible liquids, etc.), to the Facility Manager for his/her approval.
- Providing the appropriate MSDS for any WHMIS controlled products and ensuring they are stored onsite for the duration that the product is present.
- Providing a list of any heat or flame producing equipment which will be brought into the building, to the Facility Manager and the Cobourg Fire Department for their approval.
- Practicing fire prevention and ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are reported immediately.
- Knowing your duties and responsibilities with respect to fire safety.
- Knowing the following;
 - The sounds of the fire alarm signal or how to notify occupants of a fire emergency.
 - The location of exit routes.
 - The location of the designated assembly area.
- Participating in fire drills.

Evacuation Procedures:

In the event of a fire emergency, the designated Event Organizer/User Group Representative is responsible for leading the evacuation of the area occupied by the Event Organizer/User Group. Event Organizer/User Group Assistants are responsible for assisting participants in the area occupied by the Event Organizer/User Group with emergency evacuation. The following steps will be following, where it is safe to do so:

- Immediately cease all activities and request all participants or occupants (i.e. vendors, spectators, visitors, etc.) in your area to evacuate the building.
- Any sound/lighting systems should be turned off and the building’s lighting system returned to normal.
- All food preparation and serving should stop and all cooking equipment should be turned off.
- Building occupants should not be permitted to go to changerooms, etc. to obtain personal items.
- Check the area, including dressing rooms, washrooms, etc. to ensure that all attendees and occupants in your area are evacuating the building.
- Provide assistance to any persons in your area who require assistance to evacuate the building. If persons requiring assistance cannot be evacuated from the building, report this information directly to the Emergency Coordinator (located at the main entrance) after exiting.
- Evacuate the building using the nearest exit.
- Call 911 from a safe location.
- The designated Event Organizer/User Group Representative will report to the Emergency Coordinator (located at the main entrance) if your area was clear of occupants or:
 - a. If anyone was left inside the building and their approximate location.
 - b. If any persons were injured.
 - c. If fire and/or smoke was seen and where.
- Instruct all vacated building occupants to move away from the building to designated assembly area while the fire alarm is being investigated.
- For large events (i.e. trade shows, dances, flea markets, festivals, etc.), the Event Organizer/User Group should designate one (1) additional person to restrict vehicle access to the fire route other than emergency responders.
- Attend the designated assembly area.
- Do not return to the building until the Fire Department has given the “all clear”.

By signing below, the Event Organizer/User Group agrees to implement the requirements in the applicable Fire Safety Plan and as identified in this agreement.

Name: _____

Signature: _____

Date: _____