



OVERVIEW OF EMERGENCY SERVICE'S GENERAL REQUIREMENTS FOR SPECIAL EVENTS

Emergency Services is pleased to work in conjunction with parties wishing to hold a special event. We wish to help you understand the life safety requirements that ensure the event is safe for all concerned.

To set the stage for your success, there are three major items that the **Fire Prevention & Investigation Branch** will require:

- 1) A full review of the proposed event floor plan, *supplied as early as possible in your planning process*. This will help us ensure that life safety issues and access/egress requirements have been addressed. Ideally, this review would be conducted in-person with all regulating parties present. This would include Strathcona County Safety Codes Officers and Capital Health Region's public health staff. Contact us if you require assistance in setting up this meeting.

- 2) A review of the Fire Safety (& Event Emergency Response) Plan proposed for the event. This should be provided in the weeks leading up to the event. Refer to 2.8.2 of the Alberta Fire Code (or our detailed guide) for a full description of Fire Safety Plans.

- 3) An on-site fire inspection by Branch personnel must be completed prior to public admission. This inspection is intended to address any significant issues related regarding public safety. Please allow yourself sufficient time to address any findings requiring remedy before opening time.

To contact us:

Strathcona County Emergency Services
Fire Prevention & Investigation Branch
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Sherwood Park, Alberta, T8A 3R3

c/o Fire Marshal
Administration: 780-467-5216
Direct: 780-449-9651
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More Information:

We have prepared a guide to assist you that quotes the most applicable Codes and regulations governing life safety. It is available on request, or may be viewed from our website at: <http://www.strathcona.ab.ca/Strathcona/Departments/Emergency+Services/default.htm>

An executive summary of the key requirements within this guide is contained on the following page.



Executive Summary – Key Life Safety Requirements

- **Emergency exits** must be kept clear of obstructions at all times, to meet egress requirements. See 2.7 and the Alberta Building Code.
- **Exit signs** are to be visible above each exit and unobstructed (e.g. by booth separations). See 2.7 and the Alberta Building Code.
- **Aisles** are to be kept clear and maintained at their full width. See 2.7.1.2.
- Ensure you do not exceed the permissible occupant load, i.e. don't have more people than is allowed. See 2.7.1.3.
- Design a **Fire Safety Plan** for the event and provide a copy to your staff and the Fire Prevention branch. Then practice it! See 2.8.
- Keep **all exterior doors** and fire department hose connections clear and accessible at all times. See 2.5.
- **Motor vehicles** inside a display building are to have (see 2.12):
 - No more than ¼ tank of fuel.
 - Fuel caps locked or secured.
 - Vehicle batteries disconnected.
 - Keys should be readily available to aid their removal in the event of an emergency.
- **Small engines** (including ATV's) should be drained of gasoline, tank caps secured and batteries disconnected where applicable. See 2.12.
- **Bottled gas** (e.g. propane, natural gas) is not to be used within a building without the approval of an (Fire) Safety Code Officer. See 2.4.
- **Compressed gas cylinders** (e.g. helium bottles) are to be secured from falling. See 2.4.
- No lit candles or other **open flame devices** within buildings without approval of the (Fire) Safety Codes Officer. See 2.4.3.
- Each food booth using **cooking/heating devices** will require a minimum of a **2A 10BC extinguisher**. This description is found on the ULC (safety rating) label on the extinguisher. See 2.6.
- Food booth operators are to continuously monitor **smoke levels** from cooking devices such as deep fat fryers and grills. See 2.6.
- When **group seating** is provided, ensure that aisle width and seat placement meets safety requirements. See 2.7.1.5.
- Where permitted by local/provincial law, **smoking** is restricted to designated smoking areas. See 2.4.2.
- No use or storage of **dangerous goods** products on-site without prior approval of the Fire Marshal. See 2.4.4.
- Ensure that the proper **electrical wiring and extension cords** are utilized. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and plugs.
- Use **approved lighting** only. Ensure all heat sources are kept away from combustible materials (e.g. curtains).
- Design and furnish the event so that the **chance of a fire is eliminated** wherever possible. Minimize the amount of combustible materials/products present. See 2.3.
- **Note:** It is the responsibility of the Coordinator of the Exhibit Show and the management of the facility utilized to inform the special event participants of these life safety requirements.