

FIRE SERVICES

Special Event Considerations and assessment

Event: Name Open Air Weekends

Date of Assessment: Original 2020 prior to open air
Event Commencement

Current Review Date: 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Fire Department Access	Event Attendees, Building Occupants, Staff, Properties	Enforcement of the O.F.C. 2.5.1 & O.B.C. maintain minimum 6m width unobstructed	Event organizers and performers reminded to ensure complete spot check inspections regularly	Fire Department	Throughout the Event	Yes
Exits, Access to Exits Means of Egress & occupant Load	Attendees, occupants, Staff	OFC 2.7.1	Event organizers and performers reminded to ensure complete spot check inspections regularly	Fire Department	Prior and Throughout the event	Yes

Fire Safety Plan	Attendees, occupants, Staff	OFC 2.8.2	Min 2 weeks prior Plan submitted for approval to CFO by Organizer	Fire Department	Approval required prior Spot checks throughout the Event	Yes
Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	Protocols in place for emergency notification	Consult on plans for emergency coverage with Local EMS.	P.E.C	Prior to event	Yes
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion, Certificate to be kept at the event. All electrical equipment to meet Electrical Safety Authority inspection requirements.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is UL listed.	Fire Department P.E.C	At set up	Yes
LP Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on mobile food units.	Make arrangements to have Technical Standards and Safety Authority (TSSA) to complete spot check inspections.	Fire Department/ P.E.C	At set up	Yes

		Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.					
Tents and Air Supported Structures	Attendees, Staff, others risk injury from fire and collapse if not properly erected, maintained and used as per OBC and OFC	Enforcement of the O.F.C. 2.9 maintain O.B.C. in accordance with O.B.C. but not <30m ²	Event organizers reminded to ensure, complete spot check inspections regularly	Fire department and Building Department	Prior to Event, during Set up and Periodically	Yes	
Records	Attendees, occupants, Staff	Records provided by Organizer or Operator upon request	N/A	Fire Department	Prior to Event, during Set up and Periodically	Yes	
Fireworks	Danger from fire, explosion, direct impact and panic	Not to be used without written permission of the Amherstburg Fire Department See Fire Works Bylaw and Permits required following Site plan approval	Continued review of fire and life safety	Fire Department	Prior to event	Yes	
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	Not to be used without approval of the Public Event Committee Assessment of area to be approved prior to any use of special effects or props. All pyrotechnics to be approved by Amherstburg Fire Department	Continued review of fire and life safety	P.E.C Fire Department	Prior to event	Yes	

