

Event Fire Safety Plan Application Form



Once you have submitted your online Event Application Form (www.squamish.ca/events), you may be directed by the Film & Events Department to provide an Event Fire Safety Plan.

IMPORTANT: You must meet Squamish fire safety requirements and pay any applicable inspection fees before your Special Event Permit can be issued. Depending on the nature of your event, you may be requested to meet additional requirements.

Complete ONLY Part 1 and Part 2 of this form (do not complete Part 3 on page 2).

A Fire Prevention Officer from Squamish Fire Rescue will notify you within approx. 5 business days of receiving your application if your Event Fire Safety Plan is approved, or if you need to provide additional information.

PART 1: EVENT DETAILS – Complete all fields below:

Name of Event: _____ Date(s) of Event: DD / MM / 20 YY

Event Organizer's Full Name: _____ Cell No. (during event): _____

Location(s) of Event: _____

Check all of the items below that you intend to have at your event:

- Event is fenced and/or enclosed
- Event is taking place inside an existing building (e.g. Brennan Park Recreation Centre)
- Fireworks, fire acts, special effects, and/or pyrotechnics
- Use of flammable materials (including motorized stunts)
- Portable cooking facilities (including BBQs, mobile food carts and trucks)
- Alcohol
- Road closure

PART 2: DOCUMENT SUBMISSION – Email the following documents and information to Squamish Fire Rescue, sfr@squamish.ca, Attention: Fire Prevention Officer (no later than 14 days before your event):

1. Your completed 'Event Fire Safety Plan Application Form' (make sure you have completed Part 1 above).
2. A Site Map of your event location that includes the following:
 - a. Civic address of location, and name of building and/or park
 - b. Dimensions of floor area(s) or park perimeter, and scale
 - c. Layout of event space including location of stages, fencing, parking, vendors, amusement rides
 - d. Location of any beer gardens or other alcohol services
 - e. Location of hydrants and fire extinguishers (public & private)
 - f. Any closed roads and/or closed parking areas (e.g. parking stalls used for food vendor trucks)
 - g. Pedestrian and emergency responder vehicle access and exit locations
 - h. Occupant load (if unknown, Squamish Fire Rescue will assist with determining the load)
3. Contact information for all event supervisory staff including name, position, and cell number.
4. List of any event medical response agencies, personnel and qualifications.
5. List of any food vendors attending the event (must have a current District of Squamish Business Licence).

APPLICANTS DO NOT COMPLETE PART 3 – LEAVE THIS PAGE BLANK

This section will be completed by the Fire Prevention Officer upon review of your application.

PART 3: APPLICATION REVIEW & APPROVAL

ADDITIONAL INFORMATION REQUIRED – Applicant to review comments below

Fire Prevention Officer Name (print): _____ DD / MM / 20 YY

EVENT FIRE SAFETY PLAN APPROVED – Applicant, sign below only once approved

As the Event Organizer, I acknowledge that the following safety requirements will be met during the event:

REQUIREMENTS	Required	N/A
1. Each fire exit is clear from obstruction	<input type="checkbox"/>	<input type="checkbox"/>
2. Stages, props, and barriers do not obstruct fire exits or exit pathways	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire lanes are not obstructed to allow emergency responder vehicle access	<input type="checkbox"/>	<input type="checkbox"/>
4. Portable fire extinguishers are in place and serviced	<input type="checkbox"/>	<input type="checkbox"/>
5. Occupant load is posted at the venue	<input type="checkbox"/>	<input type="checkbox"/>
6. Ticket collection or sales do not obstruct fire exits to the exterior of the building	<input type="checkbox"/>	<input type="checkbox"/>
7. A sufficient number of competent and age appropriate staff are scheduled to be on-site at all times	<input type="checkbox"/>	<input type="checkbox"/>
8. Traffic Management Plan and any required Work Permits have been approved by the District of Squamish	<input type="checkbox"/>	<input type="checkbox"/>
9. All Fire Safety inspection fees have been paid to Squamish Fire Rescue	<input type="checkbox"/>	<input type="checkbox"/>
10. All Event Staff (including volunteers) are aware of this Fire Safety Plan and what to do in case of emergency	<input type="checkbox"/>	<input type="checkbox"/>
11. Fire Safety Inspection Required – to be arranged with approving Fire Prevention Officer	<input type="checkbox"/>	<input type="checkbox"/>

Event Organizer Signature

DD / MM / 20 YY
Date

Fire Prevention Officer Signature: _____ DD / MM / 20 YY

Fire Prevention Officer Name (print): _____