



EMERGENCY SERVICES

Red Deer Emergency Services is committed to promoting public safety at special events and encourages organizers, sponsors and vendors to be familiar with fire and life-safety practices and procedures. Red Deer Emergency Services (RDES) has developed the following guidelines for events.

The following guidelines are to be complied with for events that will **have less than 500** people attend at a time.

Floor plans must be forwarded to the Fire Prevention Branch, Red Deer Emergency Services a minimum of **2 weeks prior to event** for approval. Floor plans must have a completed "Event Information Sheet" attached. Floor plans can be delivered via:

- Email – prevention@reddeer.ca
- In person to: Station #3 @ 4340-32 ST, during normal business hours

Floor plans shall include the following information:

1. Detailed, to scale, physical layout of the event including:
 - a. Booth/exhibit location
 - b. Location of curtains
 - c. Stages
 - d. Exits and aisles
 - e. Fire Department Standpipe Cabinets
 - f. Fire Alarm Pull Stations
 - g. Portable Extinguishers

Plans must be approved and stamped by the RDES prior to any event set-up. Floor plans which have been submitted and are deemed not acceptable will be returned and an invoice will be issued in accordance with fees and charges bylaw. No modification of the set-up shall occur once an approved plan has been established.

Special Circumstances:

If the following situations and/or circumstances are to occur during an event, then detailed plans of the use shall be included with the floor plan and written approval will be required from RDES.

1. Displays and operation/use of any open flame, candles, lamps, torches, etc.
2. Use of Propane Gas or Natural Gas.
3. Pyrotechnics.
4. Temporary structures.
5. Use of vehicle indoors.

Show Requirements

Exits

1. All Exits shall be kept unobstructed at all times during the event. There shall be a minimum 1.2 m clear space maintained in front of all exit doors which shall be at minimum the width of the exit doors.
2. A continuous main aisle of a minimum 1.2 m shall be located near the perimeter of each pavilion. This aisle shall have direct access to every exit door which shall be at minimum the width of the exit doors. (see attached diagrams for examples)
3. All other aisles shall be a minimum of 1.2 m and:
 - a. All aisles shall have at least 2 directions of travel to exits.
 - b. Aisles shall be arranged so that the travel distance from any location within the event does not exceed 45 m to an exit.
 - c. Aisles shall be straight and not “weave” side-to-side.
4. All “EXIT” signs shall be visible from the floor area they serve. (extra exit signage may be required)

Fire Department Access

1. All Fire Department Standpipe Connection Cabinets shall have a minimum 1.2 m unobstructed access aisle.
2. Fire lanes, hydrants and Fire Department Connections shall be unobstructed at all times.

Fire Hazards

1. Decorative materials such as drapes, curtains, signs, banners, etc. shall be:
 - a. Non-combustible, *or*
 - b. Conform to CAN/ULC – S109, *or*
 - c. Conform to NFPA 701
2. All electrical fixtures, appliances and devices must be approved and carry the appropriate ULC of CSA listing and used in a manner that does not create a fire hazard.
3. Hay or straw is not permitted within the building.
4. No open flames are permitted without written permission from RDES.

Cooking

1. Sterno may be used for warming trays.
2. Use of cooking appliances for demonstrating pots, pans, etc. is permitted if:
 - a. No oils or grease are used.
 - b. Any food used for demonstration is not provided to the public.
 - c. A minimum 2A-10BC fire extinguisher which has been properly serviced is readily accessible in the booth.
 - d. Cooking appliances shall be separated from the public by a minimum 1m *or* sturdy separation shield between public and appliance.
3. Cooking is not permitted without written permission from RDES and Building Representative.

Vehicles

1. Gasoline and diesel fuel tanks shall:
 - a. Be locked if possible.
 - b. Be less than ½ full *or* no more than 38 L, whichever is less.
2. Vehicles are not to be started during show hours.
3. No propane powered vehicles are permitted in the building.

Recreational Vehicles

1. Propane cylinders shall be removed *or* new cylinders which have not been filled. (i.e.: 20 and 30 lb. cylinders)
2. Propane tanks shall have less than 50% capacity and all shut offs shall be in the closed position. (fixed tanks)
3. Working Smoke Alarms shall be provided inside all RV's.

Tents / Temporary Structures

1. Tents, canopies and temporary structures with an area up to 10 m² shall:
 - a. Conform to CAN/ULC – S109 *or*
 - b. Conform to NFPA 701 *or*
 - c. Be constructed of substantial material
2. Tents, canopies and temporary structures with an area more than 10 m² but not more than 30 m² shall:
 - a. Conform to CAN/ULC – S109 *or*
 - b. Conform to NFPA 701 *or*
 - c. Be constructed of substantial material
 - d. Have a Working Smoke Alarm
3. Tents, canopies and temporary structures with an area more than 30 m² will require written permission from RDES.

Inspection of Event

Red Deer Emergency Services will conduct inspections of the event as deemed appropriate by a Safety Codes Officer (Fire).

If deemed appropriate by the Safety Codes Officer (Fire), one or more Safety Codes Officer(s) (Fire) may be required to be present during the event. If this is done the event will be billed by RDES at current fee rates.

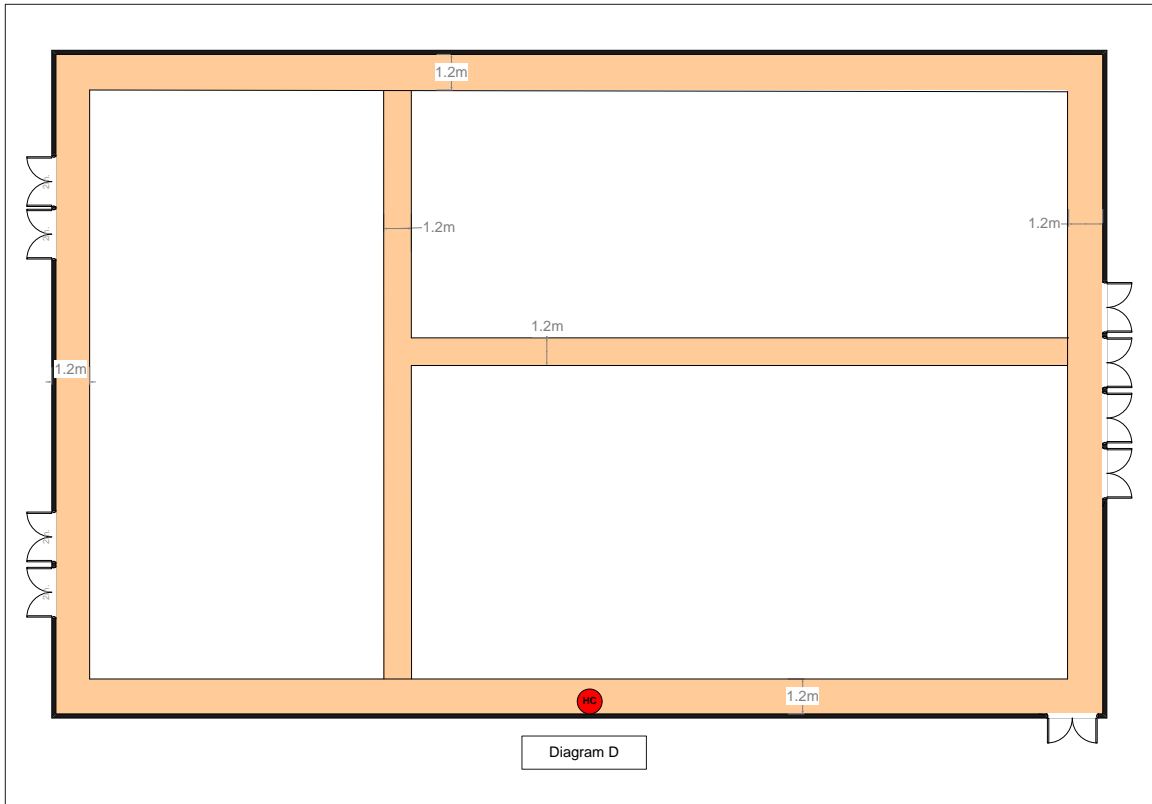
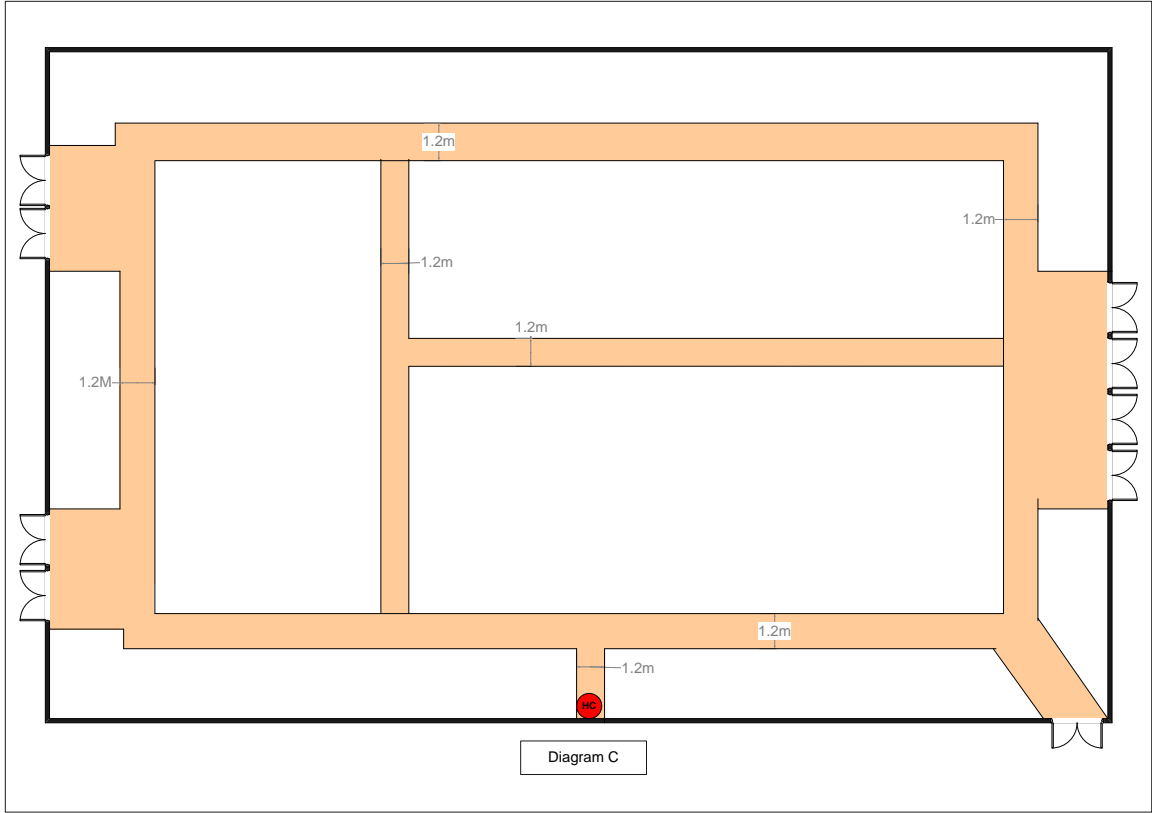
Event Interruption/Shutdown

Upon finding any unsafe act or condition that constitutes imminent danger, Red Deer Emergency Services has the authority to stop the event until such condition is corrected.

Failure to comply with Guidelines

Failure to comply with these guidelines and/or instructions from a Safety Codes Officer may result in:

1. Invoices being issued to Event Coordinator in accordance with Fees and Charges Bylaw.
 2. Charges under the Safety Codes Act which are up to \$100,000.00 and/or up to 6 months imprisonment per violation.
- ***These guidelines are not all inclusive; it is the event organizers responsibility to ensure that all aspects of this Guideline, the Alberta Fire Code and any other applicable codes, standards, bylaws, etc. are complied with.***
 - ***Red Deer Emergency Services is committed to assisting Organizers plan and conduct safe events. Please contact the Fire Prevention Branch if you have any questions or concerns.***
 - ***Red Deer Emergency Services Reserves the right to modify requirements as deemed appropriate.***



Event Information Sheet

Event Name: _____

Venue Name: _____

Event Date(s): _____

Event Times: _____

Setup Date: _____

Move out Date: _____

Description of Event

Maximum Estimated Number of Attendees: _____

Event Coordinator Information

Name: _____

Legal Business Name: _____

Address: _____

Phone: _____

Cell: _____

Fax: _____

E-mail _____

Sent completed form to:

Fire Prevention Branch

prevention@reddeer.ca