



## RICHMOND FIRE-RESCUE AFTER-HOUR EVENT APPLICATION

(please complete form, save a copy, and email to [firesafetyplan@richmond.ca](mailto:firesafetyplan@richmond.ca) for review)

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Facility	_____		
Address	_____		
Applicant	_____	Position	_____
Email	_____	Telephone	_____
Event Contact	_____	Position	_____
Email	_____	Telephone	_____

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Event Description \_\_\_\_\_

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Start Date	_____	Start Time	_____
End Date	_____	End Time	_____

*Minimum three weeks notice required*

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Number of Participants	_____	Number of Trained Supervisory Staff	_____
Ratio of Adult to Youth	_____		

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	All	Partial	
Building Occupied	<input type="checkbox"/>	<input type="checkbox"/>	_____

*If Building is partially occupied then describe occupied areas above and ensure clearly indicated in Event drawings.*

	Yes	No		Yes	No
Sleeping Provisions	<input type="checkbox"/>	<input type="checkbox"/>	Fire Watch Provided	<input type="checkbox"/>	<input type="checkbox"/>

*If sleeping provisions are present then a firewatch is required for the duration of event.*

	Yes	No
Drawings submitted to <a href="mailto:firesafetyplan@richmond.ca">firesafetyplan@richmond.ca</a>	<input type="checkbox"/>	<input type="checkbox"/>

*It is preferred that existing Fire Safety Plan or Pre-incident Plan drawings be used. On plans, identify occupied areas and any changes to exiting or access to fire protection equipment.*

	Yes	No
RFR After-hour Event Guidelines have been reviewed and implemented	<input type="checkbox"/>	<input type="checkbox"/>

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### On-site Emergency Contacts

Name	_____	Position	_____
Telephone	_____		
Name	_____	Position	_____
Telephone	_____		
Name	_____	Position	_____
Telephone	_____		

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### School District Emergency Contacts

Name	_____	Position	_____
Telephone	_____		
Name	_____	Position	_____
Telephone	_____		



## RICHMOND FIRE-RESCUE AFTER-HOUR EVENT GUIDELINES

(to be reviewed prior to submitting Event Application and again during the week of the Event)

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### FIRE AND LIFE SAFETY PLANNING / TRAINING

- Fire Safety Plan (FSP) is on-site at the main entrance, in the FSP box.
- Event Organizer has met with facility Fire Safety Director to review Fire Safety duties and responsibilities for the purposes of the event.
- Floor plans specific to the Event have been prepared and submitted to [firesafetyplan@richmond.ca](mailto:firesafetyplan@richmond.ca)

*Note: It is preferred that existing Fire Safety Plan or Pre-incident Plan drawings be used. Drawings must clearly indicate the Principal Fire Department Response Point, all occupied portions of the building, the proposed use and occupant load for each occupied room, all exits serving occupied portions of the building, and any designated muster points.*

- All supervisory staff and participants have participated in a fire drill held at this facility within the last two months or will participate in one prior to the event.
- All supervisory staff will be provided with a copy of the completed Event application, floor plans and guidelines.

### FIRE DEPARTMENT ACCESS

- Keys to all service rooms and fire protection equipment are accessible for first responders in a location known to supervisory staff that will be on-site during the Event.
- Fire Department Access Route is unobstructed and kept free of parked vehicles.
- Fire Department Connection is unobstructed and clearly visible upon approach to the principal entrance.

### FIRE PROTECTION SYSTEMS

- All fire protection equipment is unobstructed and service tags have been reviewed. All systems are tagged as 'passed' and the next service date is after the scheduled event.

*Note: Fire Protection Systems include but may not be limited to: Fire Alarm System, Sprinkler System, Fire Extinguishers, Emergency Lighting, Emergency Generator, Fire Pump, Kitchen Special Suppression System. Not all facilities have all these systems, refer to the facility Fire Safety Plan for site-specific details.*

- Fire extinguishers are free of any obstructions and clearly visible. Supervisory staff that will be onsite during the Event have been trained in their use.
- Fire Alarm Annunciator Panel indicate A/C Power on, with no 'Trouble' or 'Alarm' conditions.

### MEANS OF EGRESS

- Exits, access to exits, and discharge from exits to designated muster points are free of obstructions.
- Exit doors are free of locking devices and exit signs are illuminated. Exit doors and doors in fire separations self-close and latch after each use.

- Where tables, chairs, cots or other fixtures are installed, aisle widths will be not less than (a) 750mm when serving less than 60 people, (b) 1100mm when serving 60-180 people, and (c) 6.1mm per person when serving more than 180 people.
- Maximum room occupant loads have been calculated using the lesser of (a) 0.4m<sup>2</sup>/person using a room area excluding any space occupied by tables, chairs, cots, or other fixtures, or (b) 6.1mm/person using the width of room doorways

#### **CONTROL AND ELIMINATION OF FIRE HAZARDS**

- Access will be restricted to any laboratories or workshops.
- Cooking facilities will not be used except by supervisory staff trained in the use of the equipment and any protection systems. Event organizers must also confirm acceptance by Vancouver Coastal Health.
- A Fire Watch will be provided if any portion of the building may be used for sleeping. Richmond-Fire Rescue Fire Watch requirements and log book have been reviewed and will be on-site. Fire watch tours will patrol all sleeping areas and the remainder of the building every 15 minutes.
- Open flames will not be used
- Combustible decorations will not be installed on ceilings. Combustible decorations on walls will not exceed 20% of the wall area. Decorations will not obstruct any fire protection equipment (ie. sprinklers, smoke detectors).
- Flammable or combustible liquid storage in the building
- Combustible materials and refuse will not be permitted to accumulate inside or outside the building
- Extension cords, power strips or other similar devices will only be used in a manner that does not result in overheating, damage, or create a fire hazard. Extension cords and power strips will not be used together. Power strips will only be used for low-power equipment. Extension cords and power strips will be rated to safely supply electrical power for the electrical product(s) in use.