**INSERT EVENT NAME 2025**

**Fire Safety Plan**

This document is to serve as the official Fire Safety Plan for INSERT EVENT NAME 2025. Copies of this document will be provided to Windsor Fire & Rescue Services in addition to being on site IN LOCATION AT MUNICIPAL ADDRESS. The items below correspond to the Site Map and Event Floor Plan which are attached to this document.

**Location**

INSERT NAME will take place AT COMPLETE MUNICIPAL ADDRESS.

**Emergency Exits**

The emergency exits are outlined on the Event Floor Plan. All event staff (the organizing committee) will be informed as to the locations of the Emergency exits.

As per the INSERT EVENT NAME floor plans, there are signs posted on each exit. Directional exit signs can be found in hallways and open areas on each floor. During power failure, exit signs will be illuminated.

**Fire Emergency Evacuation Plan**

To protect event patrons, all staff and volunteers will pay close attention to the sound of the fire alarm and in the event of a fire the following procedures will be in place:

**INSERT NAME (Event Coordinator) shall:**

* activate the fire alarm,
* ensure that evacuation of building has commenced;
* ensure that appropriate emergency services have been notified (Windsor Fire 9-1-1 from a cell phone). Provide the location of fire, your name and answer any questions asked by the dispatcher.
* gather and record all incoming information from the staff and volunteers on the progress of the evacuation
* will meet the volunteer/staffs outside the main entrance after the sweep. Ensure building occupants have moved to a safe area away from the building.
* act as liaison with the Fire Department/Building Fire Plan Manager upon their arrival to provide any known information on the evacuation status, nature of the emergency, any injured occupants, or location of anyone in the building who refused to evacuate.
* do not let occupants back into the building until Windsor Fire & Rescue Services declares it safe to do so.

**Volunteers and Event Staff shall:**

* Shout FIRE, FIRE, FIRE and instruct all persons to leave building;
* Direct the flow of people to the nearest and safest exit;
* Activate the fire alarm (if not yet activated),
* If safe to do so, assist any injured evacuees or persons requiring assistance to evacuate safely.
* Do not remain or argue with persons refusing to leave. Note the person’s name and location and report the matter to INSERT NAME, Event Coordinator.
* Move occupants to a safe area away from the building.
* Report to INSERT NAME, Event Coordinator:

- the progress of the evacuation;

- the location and extent of the fire (if known);

- the location of injured or trapped occupants and of the evacuees needing assistance;

- the names and/or room numbers of individuals who refused to leave the building.

- any further information

* Wait for further instruction from the Event Coordinator / Windsor Fire & Rescue Services.
* Do NOT **RE-ENTER THE BUILDING** until the Windsor Fire & Rescue Services declares it safe to do so.

**Event coordinator:**

**Please print your name and sign here to indicate that you have read this document and understand your role:**

Name Signature Contact Number

**Event supervisors sign off (EVENT NAME 2025)**

Please print and sign your name here to indicate that you have read this document and understand your role as a supervisor of INSERT EVENT NAME 2025.

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| Name | Signature |
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