

SI Special Events Life Safety and Fire Prevention Checklist

The following checklists are to be completed by the special event coordinator for all events over 100 persons or where special circumstances could potentially impact life safety.

Event Planning: To be completed during event planning:		YES	NO	N/A
EXITS				
1	Does the event layout maintain clear access to exits, with egress aisles a minimum 44 inches wide, and 60 inches in galleries?			
2	Has event staff been instructed to announce the exit routes to the audience prior to a performance or event?			
3	Are key staff (event coordinators, volunteers, etc.) familiar with all primary and secondary exit routes?			
COOKING OPERATIONS				
4	Will cooking take place only in kitchens areas having approved commercial hood/duct and fire suppression system?			
5	Has the caterer been notified that the use of liquid fuel gases (LNG/LPG) for cooking or reheating inside the building/tent is prohibited?			
6	Is a ten pound ABC fire extinguisher located within 30 feet of any re-heat or cooking operation?			
7	All open flames prohibited, including lighted candles, within the building/tent?			
8	Has the caterer been notified that the use of sterno is limited to warming trays with holder's in-place?			
CROWD CONTROL				
9	Has the number of planned attendees been accurately documented on the SI-600 or event memo and reviewed by OSHEM to ensure it does not exceed the allowable occupant load for the desired space/building?			
10	Has the event coordinator included with the SI-600 or event memo, floor plans showing the intended event configuration, if tables, chairs, stages, platforms, bars, gates, special lighting and other potential obstructions to egress will be present?			
11	Has OPS been notified of the number of planned attendees to ensure an adequate number of security forces are available for crowd control?			
DECORATIONS/SUPPORT MATERIALS				
12	Are all materials inherently fire retardant and approved by OSHEM?			
13	Is all wood specified for use inside the building fire retardant pressure impregnated?			
14	Are all tents and canopies noncombustible or certified fire resistant?			
TEMPORARY STRUCTURES/SCAFFOLDS				
15	Are scaffolds, stages, entrance gates and other supportive structures designed by a qualified person?			

Special Event Coordinator

Name: _____

Signature: _____ Date: _____

Day of Event: To be completed just prior to the event:		YES	NO	N/A
EXITS				
1	Are required exits (corridors, stairs, and egress aisles) clearly demarcated, accessible, unlocked and unobstructed?			
2	Are outside exit discharges from the stairs or exit doors unobstructed and lead to a safe location away from the building?			

Attachment 4

Day of Event: To be completed just prior to the event:		YES	NO	N/A
3	Are exits and egress aisles a minimum 44 inches wide or 60 inches in galleries?			
4	Has the number of event attendees been reviewed with OPS to ensure the occupant load is not exceeded?			
5	Are key staff (event coordinators, volunteers, etc.) familiar with all primary and secondary exit routes?			
COOKING OPERATIONS				
6	Are cooking operations limited to kitchens having approved commercial hood/duct and fire suppression systems?			
7	Has the use of open flames been limited to those explicitly approved by OSHEM for this event?			
8	Have coordinators limited the use of sterno to ONLY warming trays with holder's in-place?			
9	Have coordinators prohibited use of liquid fuel gases (LNG/LPG) inside the building?			
10	Is a ten pound ABC fire extinguisher located within 30 feet of any re-heat or cooking operation?			
11	Are boxes or other combustible materials located at least 15 feet away from any re-heating operation?			
DECORATIONS/SUPPORT MATERIALS				
12	Are all materials inherently fire retardant and approved by OSHEM?			
13	Are all draperies, bunting, textiles, décor lighting and miscellaneous decorative materials used inside the building/tent fire retardant and certifications provided to OSHEM?			
14	Does all wood installed for the event bear the appropriate marking for flame spread (25 or less) and smoke development (450 or less) ratings?			
15	Do all tents or canopies physically bear markings or a label certifying fire resistance?			
16	Are fire door openings (including those for accordion style Won Doors) kept clear of decorations, chairs, tables, bars or other items?			
SIGNS, SIGNALS & BARRICADES				
17	Are signs and symbols properly posted to warn patrons and staff of hazardous conditions such as wet floors, overhead hazards, dangerous work areas, etc.?			
WALKING/WORKING SURFACES				
18	Are floor surfaces of work areas clean and dry?			
TEMPORARY STRUCTURES/SCAFFOLDS				
19	Are structures constructed and loaded in accordance with their design and approved by OSHEM?			
20	Where event staff or contractors are on scaffolds more than 4 feet (3.1 m) above a lower level, are they protected from falling?			
21	Have guardrails been provided at stairs serving all stages more than 4 feet (1.2 m) above the floor level?			
22	Has protection from falling hand tools, debris, and other small objects from the scaffold been accomplished through the installation of toe boards, screens, or guardrail systems, or through the erection of debris nets or catch platforms, or canopy structures that contain or deflect the falling objects?			

Special Event Coordinator

Name: _____

Signature: _____ Date: _____