



Special Events - **Organizer** Fire Safety Checklist

Name (Please print): _____ Phone: _____

Mailing Address: _____

E-Mail Address: _____

This checklist is to be completed by each organizer of a special event within the West Howe Sound Fire Protection District, and a copy submitted, along with the listed supporting documents, to the Gibsons Fire Department at least two weeks prior to the event date for approval.

- A completed copy of this fire safety checklist and supporting documents must be maintained on site and available to the fire department upon request.
- Drawing/Floor plan showing locations of any vendor booths, tables, seating, emergency exits and fire extinguishers submitted with this checklist. For indoor events, this should also include the square footage of the event space along with widths of each of the emergency exits. **Note: This information is used to calculate the maximum allowable occupant load for your event.**
- Fire safety plan containing emergency procedures in the event of a fire and a list of supervisory staff working the event that will be responsible to ensure all attendees exit the event area safely.
- Full list of vendors, along with a brief description, and copies of each of their vendor fire safety checklists.
- At least one, minimum 2A 10BC rated fire extinguisher to be located at each of the fire exits.
- Ensure fire hydrants are not blocked by any event or attendee vehicles.
- All fire department access routes must remain unobstructed for the duration of the event.

The undersigned acknowledges responsibility to comply with all conditions and regulations contained herein.

Signature: _____ Date: _____

NOTE: For any questions or further information, please contact the Gibsons Fire Department at 604-886-6870