

EVENT MANAGEMENT FIRE SAFETY
And
EMERGENCY EVACUATION PLAN

EMERGENCY NUMBERS

Fire, Medical, Police **568-6911**

James Madison University
Safety Office
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Section I: Definitions

Attendees – Any individual present at a venue who is there to observe and/or participate in the functions of the event.

Critical Operations Personnel – Any person that may be in charge of a hazardous operation that must be shut down before evacuation.

Crowd Control Supervisor – Individuals in charge of evacuating assigned areas.

Emergency Coordinator – This person will be in charge of coordinating emergency services at an event. This will often be a member of the JMU Police Department.

Event General Manager – The person in charge of the event. This may be a JMU employee or a person who has reserved/rented a venue for an event.

Event Management – A group of persons in charge of the event. This may include JMU staff as well, event contractor staff, and staff from the Performers entourage.

Event Staff – Individuals employed by James Madison University and/or by a Contractor hired for event management and/or employees of the performers.

Performers – This group may include but is not limited to, entertainers, politicians, and speakers as well as their entourage who accompanies them to the event.

Occupant – Any person present in the building.

Persons Needing Assistance – Any individual who may require assistance in case of an emergency. This may include but is not limited to individuals with physical and mental impairments or someone who may become incapacitated during the event.

University Safety Coordinator – This person is responsible for communicating the FS&EE Plan as well as any changes to the plan to the vested parties.

Venue Manager – An individual who is a JMU employee and is in charge of the building and grounds for the event. This person may or may not also act as the Event General Manager.

Section II: Purpose and Objectives

Emergencies at large events on campus, such as fire, explosion, chemical spill and/or releases may require occupants to evacuate the venue. A Fire Safety and Emergency Evacuation Plan [FS&EEP] and adequate occupant familiarity with a venue minimize threats to life and property.

This FS&EEP is intended to communicate the policies and procedures for occupants to follow in an emergency situation that requires evacuation.

Under this plan Event Staff will be informed of:

- The plan's purpose
- Preferred means of reporting fires and other emergencies
- Emergency escape procedures and route assignments
- Procedures to be followed by employees who remain to control critical operations before they evacuate
- Rescue and medical duties for those employees who are trained in such
- The alarm system

The University Safety Coordinator has the responsibility for plan development and approval.

The Event General Manager is responsible for implementation of this plan. The Venue Manager will review and forward updates to the University Safety Coordinator as necessary.

Copies of this plan shall be maintained in the Venue Manager's office, the University Safety Office and by the Event General Manager. Copies will be made available upon request.

Under this plan Attendees will be informed of:

- Preferred means of reporting fires and other emergencies
- Emergency escape procedures and route assignments
- The alarm system

Section III: General Guidelines

The following guidelines apply to this FS&EEP:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required annually or whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. The training may include use of venue plans and workplace maps which clearly show the emergency escape routes included in the FS&EEP. Venue plans and maps should be posted at all time in main areas of the venue.
3. All individuals will proceed to the nearest ground level exit. Elevators must NOT be used to evacuate the venue. Stairways will be used as an alternative. Those patrons unable to use stairways without assistance will be directed to an Area of Refuge/Rescue.
4. No one is authorized to re-enter venues until advised by the Police Department or Fire Department.

Section IV: Responsibilities of the Event Management Staff

The Event General Manager is responsible for:

1. Ensuring evacuation diagrams are in place.

2. Overseeing the communication, implementation and maintenance of the overall FS&EEP
3. Ensuring the training of Attendees, Performers, Event Management, Event Staff and Critical Operations Personnel, and notifying all personnel of changes to the plan.
4. Maintaining up to date lists of event staff, critical operations personnel, and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
5. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants, Venue Manager and Emergency Coordinators. Means of notification could include word of mouth, radio communication, calling 540-568-6911 or actuating a fire alarm pull station.
6. Notifying event staff of status changes to any Fire Protection System (i.e., Fire Alarm system, Sprinkler System, etc.) in the venue.

The event staff are responsible for:

1. Performing the duties and responsibilities of the Event General Manager in his/her absence.
2. Familiarizing personnel and occupants with emergency procedures.
3. Acting as liaison between management and their work areas.
4. Ensuring that occupants have vacated the venue in the event of an evacuation and for checking assigned areas.
5. Knowing where their designated meeting site is and for communicating this information to occupants.
6. Ensuring that persons needing assistance and visitors are assisted in evacuating the venue.
7. Identifying and notifying Emergency Services of the location and number of persons in Areas of Refuge/Rescue needing assistance.
8. Evaluating and reporting problems to the Venue Manager after an emergency for a post incident analysis.

Section V: Alerting or Signaling Venue Occupants in Case of Fire or Other Emergency

1. Event staff must communicate the emergency to the Event General Manager and Venue Manager. This may include word or mouth, radio communication, calling 540-568-6911
2. Fire Alarm Pull Stations should only be activated if an evacuation is warranted.
3. If a member of the event staff feels comfortable using a fire extinguisher they should do so as needed.

NOTES AND PRECAUTIONS:

- Small fires can be extinguished **only if you are trained to use a portable fire extinguisher**. However, an immediate readiness to evacuate is essential.
- **All fires, even those that have been extinguished, shall be reported to 540-568-6911.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

Section VI: Evacuation Procedures for Venue Attendees

1. The fire alarm system provides audible and visible notification. A loud buzzer and flashing strobe lights notify occupants that the fire alarm system has been activated.
2. When the fire alarm activates, all occupants should ensure that nearby persons are aware of the emergency, quickly proceed from their current location to the closest marked EXIT that is safe to use.
3. Feel doors for heat – don't open doors that are warm to touch. If you cannot exit due to fire and/or smoke place items around door openings to prevent smoke from entering. Call **540-568-6911** and give your exact location.
4. If you must exit through smoke stay low and crawl – the air at floor level is less hot and cleaner.
5. All occupants should know where primary and alternative exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are posted in conspicuous locations throughout the venue and are located in Appendix II.
6. Elevators must NOT be used to evacuate the venue in the event of an emergency.
7. Exit the venue and proceed to Designated Meeting Sites.
8. Do NOT re-enter the venue until directed to do so by University Police or Fire Department personnel.

Section VII: Persons Needing Assistance

If an occupant is unable to exit the venue unassisted, the Event General Manager and/or Event Staff must notify the emergency response personnel of the person's location. Transporting of individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a person needing assistance, relocation of the individual should be limited to an Area of Refuge/Rescue in the same area; generally exit stairwells have landings that are designated as Areas of Refuge/Rescue.

Section VIII: Accountability Procedures for Emergency Evacuation

Designated Meeting Sites: Groups working together in the same area should meet outside the venue in the prearranged Designated Meeting Site. A list of the primary and alternate Designated Meeting Sites is listed on the Site Plan in Appendix II. The primary objective off the designated meeting sites is to get all the occupants away from the building.

Event Staff should take note of the locations and numbers of persons needing assistance and relay that information to Emergency Response Personnel when they arrive.

The employees that are designated as Event Staff are to be trained in the complete event layout and the various primary and alternate escape routes for the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during emergencies. Before leaving, the Event Staff should attempt to check

rooms and other enclosed spaces in the workplace for other occupants who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel.

Once each evacuated group of venue occupants have reached their Designated Meeting Site, Event Staff:

1. Assembles his/her group in the Designated Meeting Site.
2. Takes head count of group.
3. Reports status to Event General Manager and/or Emergency Services Incident Commander.
4. Instructs personnel to remain in area until further notice.

Section IX: Rescue and Medical Duties

- JMU Police, Harrisonburg Fire Department, Harrisonburg Rescue Squad, or JMU employees who have been assigned the duty of providing Emergency Care will conduct emergency medical duties.
- Do not move injured personnel, unless not moving the person would further jeopardize the likelihood of survival (i.e., fire, explosion, collapse). Keep the person in a comfortable position.
- Notification of medical emergencies should be made to JMU Police Communications at **540-568-6911**.

Section X: Resource and Responsibilities Lists

FS&EEP Organization: The lists in Appendix I include the names of employees, managers, staff or other personnel and their job titles, job positions and relative FS&EEP collateral duties. The purposes served by the lists are:

1. To provide employees a list of who to contact for additional information on the FS&EEP.
2. To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.
3. The lists should be updated by the Event General Manager at least annually or as needed.

UTILITIES EMERGENCY MAINTENANCE:

Contact JMU Work Control at **540-568--6101**. Nights/ weekends/ holidays contact JMU Police at **540-568-6913**.

Section XI: Training and Communications

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Event Staff should also know what is expected of them during an emergency to assure

their safety. Training on the FS&EEP content is also required by VSFPC and OSHA 29 CFR 1910.38 (a).

A method of training venue and event staff in the requirements of the emergency evacuation plan is to give all personnel a thorough briefing and demonstration. The department will have all supervisors present this plan to their personnel in staff meetings.

APPENDIX I

EMERGENCY EVACUATION PLAN RESPONSIBILITIES LIST

Venue Name
James Madison University
Street Address

Title	Name	Room #	Office Phone	Cell Phone	Other Phone	Email
Event General Manager						
Event Manager						
Stage Manager						
Crowd Control Manager						
Crowd Control Supervisor						
Crowd Control Supervisor						
Crowd Control Supervisor						
Crowd Control Supervisor						
Other Staff with related FS&EEP duties						
Other Staff with related FS&EEP duties						

Total Number of Employees

James Madison University
SAFETY TRAINING ATTENDANCE RECORD

Training Program: _____

Instructor(s): _____

Date: ___ / ___ / ___ **Location:** _____

Name (Printed)	Signature	Department	JMU ID Number
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APPENDIX II

This Appendix includes the following:

- Site Plan
 - Occupancy assembly point
- Venue Plans
 - Exits
 - Evacuation Routes
 - Areas of Refuge (Rescue)
 - Manual Fire Alarm Boxes
 - Portable Fire Extinguishers

APPENDIX III

Area Evacuation Plan (Post)

Venue Area: _____

Date: _____

- 1) Each venue area shall have a primary and secondary evacuation route in the event the event should have to be evacuated. Do NOT use elevators to evacuate and do NOT block open stairwell doors.

Primary Evacuation Route:

Secondary Evacuation Route:

Designated Meeting Site: _____

Crowd Control Supervisor(s):

Check List of Responsibilities for the Crowd Control Supervisors(s):

1. Ensure that **R.A.C.E.** is followed if smoke or flames are discovered in your work area:
 - ✓ **R**escue,
 - ✓ **A**larm,
 - ✓ **C**lose all doors,
 - ✓ **E**vacuate,
2. “Sweep” rooms in your area, when safe to do so, to make sure that everyone is evacuating.
3. Ensure that people follow the appropriate evacuation route, and that they are directed to the Designated Meeting Site.
4. Contact campus police at **540-568-6911** to report the fire alarm activation – provide any pertinent information (i.e. fire, smoke, unintended fire alarm activation).
5. Identify yourself to the emergency responders as the Crowd Control Supervisor for your area. Report any personnel who are not accounted and may be trapped or performing critical operations shutdown.

