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**FIRE SERVICES**  
**Special Event Considerations and assessment**  
Event: Name Open Air Weekends

Date of Assessment: Original 2020 prior to open air  
Event Commencement

Current Review Date: 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Fire Department Access	Event Attendees, Building Occupants, Staff, Properties	Enforcement of the O.F.C. 2.5.1 & O.B.C. maintain minimum 6m width unobstructed	Event organizers and performers reminded to ensure. complete spot check inspections regularly	Fire Department	Throughout the Event	Yes
Exits, Access to Exits Means of Egress & occupant Load	Attendees, occupants, Staff	OFC 2.7.1	Event organizers and performers reminded to ensure. complete spot check inspections regularly	Fire Department	Prior and Throughout the event	Yes

Fire Safety Plan	Attendees, occupants, Staff	OFC 2.8.2	Min 2 weeks prior Plan submitted for approval to CFO by Organizer	Fire Department	Approval required prior  Spot checks throughout the Event	Yes
Medical Emergency	Workers and others	Protocols in place for emergency notification	Consult on plans for	P.E.C	Prior to event	yes