

## Events Emergency Evacuation Plan Example

The following “Koelbel Grill Emergency Evacuation Plan” is only an example. Please note that photos, aerial photos or maps are acceptable to show locations of event activities and necessary information.

### Koelbel Grill Emergency Evacuation Plan

Site Location: Aerial Photo of Location



Fire Department Access

- They can enter the premises in front of the building through the roundabout and follow that path along the west side of the building to get to the grill area which is also on the west side



Image shows the roundabout entrance for fire department access



Image shows the path that leads to the grill along the west side of the building

Means of Egress



Patrons can exit on the west stairway and onto the grass field in the case of an emergency



Patrons can also exit on this path on the north side of the premises

Number of attendees and Seating:

- There will be no more than 40 patrons in the grill area at any single time
- Seating will not need to be provided as the built-in half-wall surrounding the grill area serve as seats (See below for example)



Walkways, Aisles and other setup:

- The grill area is an outdoor, open area -- there are no walkways or aisles except for the entrances/exits displayed above.
- Portable restroom, additional lighting, fences and barricades need not be added.
- No concessions, no additional power supply, etc.

## **I. Emergency Procedures**

1. Ann Richmond (x22092) is the responsible person to ensure that all requirements are met. Ann Richmond will inform all event staff to contact 9-1-1 and perform other necessary actions during emergencies and evacuations.
2. Ushers/Event Staff will be advised by the responsible person(s) for any necessary actions during emergency situations.
3. Ushers/Event Staff need to be capable of assisting in emergency evacuations.
4. The responsible person(s) is/are to direct event staff to maintain emergency egress including aisle widths.
5. The responsible person(s) is/are to direct ensure that all exit doors/gates/turnstiles remain unlocked and available throughout the event. (N/A at the grill)

## **II. Event Specific Procedures**

1. If fire watchers are required, the responsible person(s) is/are to ensure that the fire watchers read, understand and implement the campus requirements available at: <http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/firewatch.pdf>.
2. The responsible person(s) is/are to ensure that personnel are assigned to comply with applicable requirements from the following web pages. Please note that not all of the requirements are applicable. For example, if not BBQ is planned, the first link does not apply:  
[www.colorado.edu/facilitiesmanagement/pdc/safety/documents/BBQRequirements.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/BBQRequirements.pdf) (applicable to BBQ activities),  
[www.colorado.edu/facilitiesmanagement/pdc/safety/documents/IndoorFireSafetyChecklist.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/IndoorFireSafetyChecklist.pdf) (N/A);  
[www.colorado.edu/facilitiesmanagement/pdc/safety/documents/event\\_safety.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/event_safety.pdf),  
[http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/temp\\_structures.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/temp_structures.pdf) (Applicable to tents and canopies) and (N/A)  
[http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/cooking\\_op.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/safety/documents/cooking_op.pdf)
3. If temporary structures (tents, canopies, etc.) are constructed and if high wind or snow is anticipated, the responsible person(s) need(s) to ensure that the structure is capable of withstanding wind and/or snow loads and to disassemble the temporary structures before the onset of wind/snow.
4. For high occupancy events, the responsible person(s) is/are to ensure that adequate crowd control measures are in place. Involvement by CUPD or other security personnel may be necessary.