



# WINDSOR SEVERANCE FIRE RESCUE

## LIFE SAFETY DIVISION

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626 • inspections@wsfr.us

## LARGE SPECIAL EVENTS (PUBLIC + PRIVATE)

WILL YOUR EVENT BE WITHIN THE DISTRICT OF WSFR?

↓  
**YES**  
↓

↓  
**NO** → CONTACT YOUR LOCAL  
FIRE DISTRICT FOR  
THEIR REQUIREMENTS

IS YOUR PLANNED EVENT

**ALL OUTDOORS** OR **INDOORS**

↓  
HAVE 1,000+ PEOPLE  
(STAFF + VISITORS)  
IN ATTENDANCE

(INSIDE A BUILDING, USING TENTS  
OR SPECIAL EVENT STRUCTURES  
LIKE STAGES)

↓  
HAVE 500+ PEOPLE  
(STAFF + VISITORS)  
IN ATTENDANCE

↓  
**A TRAINED CROWD MANAGER IS REQUIRED  
FOR EVERY 250 PEOPLE AT YOUR EVENT**

- **MUST BE TRAINED.** ALL CERTIFICATES MUST BE SUBMITTED WITH YOUR SPECIAL EVENT PERMIT APPLICATION.
- **MUST BE SOBER + ONLY ACTING AS A CROWD MANAGER FOR THE ENTIRETY OF THEIR SHIFTS(S) DURING AN EVENT**
- **BE ABLE TO PERFORM THE FOLLOWING DUTIES:**
  1. INSPECT AREA OF RESPONSIBILITY TO IDENTIFY + CORRECT ANY BARRIERS THAT WOULD PREVENT EGRESS
  2. INSPECT AREA OF RESPONSIBILITY TO IDENTIFY + MITIGATE ANY FIRE HAZARDS
  3. VERIFY ALL PERMIT CONDITIONS ARE BEING MET
  4. DIRECT + ASSIST ATTENDEES DURING EMERGENCY EVACUATION
  5. ASSIST EMERGENCY RESPONSE STAFF WHEN REQUESTED
  6. ANY DUTIES REQUIRED BY WSFR + EVENT FIRE SAFETY PLAN



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## SAFETY PLANS FOR SPECIAL EVENTS

### PUBLIC SAFETY PLANS

ARE REQUIRED IF WSFR DETERMINES A PLANNED INDOOR OR OUTDOOR SPECIAL EVENT HAS AN ADVERSE IMPACT ON PUBLIC SAFETY.

(SEC. 403.12.2 OF 2018 IFC)

- PROVIDES AN APPROVED LEVEL OF PUBLIC SAFETY

- ADDRESSES THE FOLLOWING:

1. EMERGENCY VEHICLE ACCESS + EGRESS
2. FIRE PROTECTION
3. EMERGENCY EGRESS OR ESCAPE ROUTES
4. EMERGENCY MEDICAL SERVICES
5. PUBLIC ASSEMBLY AREAS
6. THE DIRECTING OF ATTENDEES, VEHICLE TRAFFIC + PARKING
7. VENDOR + FOOD CONCESSION DISTRIBUTION
8. NEED FOR POLICE PRESENCE
9. NEED FOR FIRE + EMS STAFFING
10. NEED FOR WEATHER MONITORING PERSONNEL

### FIRE SAFETY PLANS

ARE REQUIRED FOR SPECIAL EVENTS LARGE ENOUGH TO REQUIRE CROWD MANAGERS  
(SEC. 404.2.2 OF 2018 IFC)

- MUST INCLUDE THE FOLLOWING:

1. THE PROCEDURE FOR REPORTING A FIRE OR OTHER EMERGENCY
2. LIFE SAFETY STRATEGY
3. SITE PLANS
4. FLOOR PLANS FOR BUILDINGS, TENTS + OTHER STRUCTURES
5. A LIST OF MAJOR FIRE HAZARDS ASSOCIATED WITH THE NORMAL USE + OCCUPANCY OF THE PREMISES
6. IDENTIFICATION + ASSIGNMENT OF PERSONNEL RESPONSIBLE FOR THE INSPECTION, TESTING + MAINTENANCE OF ALL SYSTEMS USED TO PREVENT OR CONTROL FIRES
7. IDENTIFICATION + ASSIGNMENT OF PERSONNEL RESPONSIBLE FOR THE MAINTENANCE, HOUSEKEEPING + CONTROLLING FUEL HAZARD SOURCES

### OTHER SPECIAL EVENT REQUIREMENTS:

WILL YOUR EVENT HAVE ANY OF THE OPERATIONS LISTED BELOW? **YES** → **CLICK EACH TOPIC FOR INFO**

FOOD TRUCKS + OTHER FOOD PREPARATION

TENTS, STAGES + SIMILAR STRUCTURES

FIREWORKS + OTHER PYROTECHNICS

HAUNTED HOUSES