****

Emergency plan of the public event

(Name of the event)

*Instructions: Customize the plan to match the specifics and actual arrangements of your event. Sections and paragraphs that are not related to the event should be completely removed from the plan. The instruction texts in the sections make it easier to fill out the rescue plan. The instruction texts are also intended to be removed from the rescue plan after completion. Instruction texts are marked with this yellow text highlight color.*

*Instructions: When preparing the emergency plan, the competence requirements for event safety must be taken into account. The level of requirements for an event is affected by the nature of the event and its scope. The more there are participants in the event and the higher level of riskiness of the event makes the event more demanding to organize. Further information on the competence requirements can be found at the Finnish Safety and Chemicals Agency’s* [*Public Event Safety Guide (in Finnish).*](https://tukes.fi/documents/5470659/11781251/Tapahtumaturvallisuusopas/c6c8241a-abb6-123f-1752-bf0c1cd85451/Tapahtumaturvallisuusopas.pdf)

# THE PURPOSE OF THE PLAN

The purpose of this emergency plan is to guide the personnel involved in the implementation of the event in safety matters and to clarify the responsibilities and obligations of safety.

Those involved in the implementation of this public event are committed to follow the rescue plan and thereby improve the common safety of all!

**General information of the public event:**

|  |  |
| --- | --- |
| Name of the event: |  |
| Time of the event: *date and times* |  |
| Event location: *name, address and municipality* |  |
| The organizer of the public event: *name of the responsible organizer, Business-ID, contact information* |  |
| Contact information for the organizer of the public event: *name and contact information* |  |
| Responsible of the event safety: *name and contact information* |  |
| Event safety personnel: *the amount of security officers and other safety personnel, their locations and tasks. In large events arrangements, such as chart of the organization, communication inside the organization and alarm connections are described in more detail with a separate attachment.* |  |
| Target group: *adults, children, elderly, disabled people, etc.* |  |
| Description of the event: *detailed description of the event and the sequence of events, program etc.* |  |
| Estimate of the number of people: *estimate of the number of people simultaneously at the event (customers + staff)* |  |
| Special features of the event: *special features of the event such as dangerous chemicals, LP-gas, open fire, pyrotechnics, fireworks, fire show, extreme sports, animals, temporary accommodation, camping etc. If the event consists services or functions that are arranged by separate service provider, this section includes also how cooperation between organizer and separate service provider is done. Possible separate emergency plans and safety documents are attached to the public event emergency plan.* |  |
| Special features of the venue: *special features of the venue such as high places, the possibility of climbing, water, big traffic lane, remote location, darkness, event is located in terrain, bad road access, island etc.* |  |

# EVALUATION OF THE HAZARDS AND RISKS OF THE EVENT AND EVENT SAFETY ARRANGEMENTS AND INSTRUCTIONS

*Instructions: This section introduces a general description and assessment of the hazards and risks of the event. Edit the tables, taking into account among other things, the place where the event will be held, the nature of the event and the season at the time of the event. If the event involves a hazard or risk other than that assessed in this section, describe the risk in the last table in this section. Also, for such hazards and risks, map the causes, preventive arrangements, means of preparedness and responsibilities. If necessary, add tables to the end of the section, for example by copying an empty table.*

The hazards and risks of the event have been identified and assessed. Each person responsible for carrying out the event must be aware of the hazards and risks to the event, where they may arise and what the consequences there may be. Preventive arrangements, contingency arrangements and instructions for action when a risk is realized have been planned for each identified risk and danger. Each person responsible for carrying out the event must embrace these things. Event personnel are also trained in preventive arrangements, preparedness arrangements and instructions when a hazard or risk is realized. Responsibilities are clearly divided for each risk. If a hazard or risk is realized, the consequences may include for example, the suspension or momentary interruption of the event, personal injury or damage to property.

| **Hazard/risk** | **Accidents and a sudden attack of illness** |
| --- | --- |
| Reasons | * tripping, falling over, slipping or falling for example because of the uneven floor, terrain or structures of the event area * falling of objects, snow or ice * collapse or rupture of a temporary structure * defective electrical equipment or cord * LP-gas and other dangerous chemicals * pyrotechnical effects, fire show, fireworks display or open fire * traffic * warm or cold air * disruptive behaviour, overcrowding, food poisoning * other identified causes? |
| Preventive arrangements and preparedness | * The slipperiness and unevenness of the floor, terrain and structures is taken into account and addressed. Anti-slip tools and other tools for demarcating and marking dangerous areas will be reserved. * Cables in the passageways are protected with floor cable covers etc. Only electrical cables suitable for outdoor use are in use outdoors. * Dangerous chemicals, such as liquefied petroleum gas, must be used with sufficient caution and care. External access to the storage area for hazardous chemicals has been prevented. * Safety arrangements in accordance with separate notices are followed for pyrotechnic effects, fire performance and fireworks display. * If necessary, a traffic plan will be prepared for the event and sufficient amount of traffic controllers will be reserved. * Instructing the public to prepare for the weather. It is ensured that water is available for staff and customers. * Condition of customers is being monitored and preventive action taken. * Sufficient first aid staff is reserved. The first aid point is placed prominently and sufficient first aid equipment is reserved to the point. * other arrangements? |
| Responsibilities | Who is responsible for implementation of the safety arrangements listed above? How responsibilities are divided? |

| **Hazard/risk** | **Fire** |
| --- | --- |
| Reasons | * defective electrical equipment or cord * smoking * vandalism * LP-gas or other dangerous chemicals * burning candles * pyrotechnical effects, fire show or open fire * other recognized reasons? |
| Preventive arrangements and preparedness | * Only electrical cables suitable for outdoor use are in use outdoors. Electrical devices are protected from rain and moisture. Defective electrical equipment or cables will be taken out of use. * Smoking will be allowed only in marked areas. Smoking is strictly prohibited in the vicinity of places where LP gas and other (fire) hazardous chemicals are used, kept and stored. Ashtrays and their emptying containers are reserved in smoking areas and they are made of non-flammable material. * It is ensure that there is no flammable material in the vicinity of the cooking points. The required safety distance required by each device is ensured. * Candles are burned with special care and caution and they are monitored while being used. * Safety arrangements in accordance with separate notices are followed for pyrotechnic effects, fire performance and fireworks display. * The use of an open fire is permitted by the landowner. Open flames are not ignited during a forest or grass fire warning. Sufficient safety arrangements are planned for the use of open flames. * No combustible material is stored on the outer wall of the building or under the auditoriums or bleachers. * Escape routes are kept unobstructed and easy to open. * Emergency access routes are kept unobstructed. * Fire doors are kept closed and latched. * The furnishings used are flammable with difficulty. * Sufficient amount of first aid extinguishing equipment is reserved. First aid extinguishing equipment is properly marked and positioned. * other arrangements? |
| Responsibilities | Who is responsible for implementation of the safety arrangements listed above? How responsibilities are divided? |

| **Hazard/risk** | **Weather conditions** |
| --- | --- |
| Reasons | * exceptionally warm or cold weather * strong wind, storm, heavy rain, thunder, lightning * other recognized reasons? |
| Preventive arrangements and preparedness | * Weather conditions and announcements are monitored before and during the event. Respond to situations is done proactively. The event is cancelled or suspend if necessary. * The public is instructed to prepare according to the weather. It is ensured that water is available for staff and customers. * Temporary structures are fastened by appropriate weights. Conditions of all the temporary structures are checked before the start of the event and regularly during the event. Build up certificates are required for large temporary structures. Wind limits of temporary structures are known and operations on how to act when the wind crosses certain limits. * Wind-permeable materials are being preferred in material choices. * other arrangements? |
| Responsibilities | Who is responsible for implementation of the safety arrangements listed above? How responsibilities are divided? |

| **Hazard/risk** | **Overcrowding** |
| --- | --- |
| Reasons | * great interest towards the event * large number of people arriving or departing simultaneously * too many people are taken into the event area * people are packed for example in front of a stage * lack of exit routes * poor spatial planning of the event area * aggressive person, threat * lack of guidance and directions for the public * other recognized reasons? |
| Preventive arrangements and preparedness | * The maximum number of people in the event is defined in advance and the maximum capacity of the area / space is followed. If necessary, access to the area will be restricted. Sufficient amount of staff, fence and barricade tape shall be provided to close and restrict access to the area. * The event area is planned to serve the maximum number of people, enough of free space is reserved, the internal routes are planned for the event and the temporary structures of the event are placed appropriately. * Crowd control barricades area placed for example in front of a stage. * Exit routes are properly planned and marked. Exit routes are kept unobstructed and easy to open. * A comprehensive sound system or megaphones are reserved to guide the audience if necessary. * other arrangements? |
| Responsibilities | Who is responsible for implementation of the safety arrangements listed above? How responsibilities are divided? |

| **Hazard/risk** | **Disruptive behaviour** |
| --- | --- |
| Reasons | * aggressive or intoxicated customer * poor arrangements of the event (for example queuing, poor spatial planning) * disappointment generated by the event * demonstration * other recognized reasons? |
| Preventive arrangements and preparedness | * Continuous monitoring in the event area. * Inspections are carried out at the entrances to remove prohibited articles and substances. * The implementation of alcohol legislation is followed and monitored. * Sufficient amount of staff and event safety officers are reserved. * other arrangements? |
| Responsibilities | Who is responsible for implementation of the safety arrangements listed above? How responsibilities are divided? |

| **Hazard/risk** | **Something else, what?** |
| --- | --- |
| Reasons |  |
| Preventive arrangements and preparedness |  |
| Responsibilities |  |

# SAFETY ARRANGEMENTS IN DETAIL

First-aid extinguishing equipment

*Instructions: Powder extinguishers that are minimum of 6 kg are used at public events and they usually have an effect class of at least 34 A 183 BC or; 6 l liquid extinguishers, that usually have an effect class of at least 43 A or; 6 l foam extinguishers, that usually have an effect class of at least 34 A 183 B or; 5 kg carbon dioxide extinguishers (minimum effect class 89 B) in the vicinity of electronic devices. In concerts, first aid extinguishing equipment must be placed close to both the stage and the mixing console. In buildings and temporary structures, there is at least 1 first aid extinguishing device for every 300 m2.* *At least one extinguisher and a fire blanket must be placed near to a location where liquefied petroleum gas is used.* *At least two fire extinguishers (effect class of at least 43 A 183 BC) of extinguishing must be reserved for special effect performances and fire shows.* *A class F food grease fire extinguisher is recommended to be placed next to a deep fat fryer. Fire extinguishers must be inspected periodically.* *First-aid extinguishing equipment must be marked appropriately. If necessary, signs must be added, if for example temporary structures or interiors impair the visibility of the signs.*

| Type | Amount (pcs) |
| --- | --- |
| Powder extinguisher (6 kg) |  |
| Liquid extinguisher (6 l) |  |
| Foam extinguisher (6 l) |  |
| Carbon dioxide extinguisher (co2, 5 kg) |  |
| First aid hose |  |
| Fire blanket |  |
| Other, what? |  |

First aid fire extinguishing equipment is marked with signs and all of the first aid fire extinguishers are accessible. With regard to the visibility of the signs, temporary structures and interiors have been taken into account. The availability and accessibility of the first aid fire-fighting equipment is checked before the start of the event and regularly during the event. The locations of the first aid fire-fighting equipment are marked on the attached floor map.

First aid arrangements

*Instructions: Depending on the nature of the event, the event organizer has an obligation to reserve adequate first aid standby. First aid standby is based on the risk assessment of the event. There is no unambiguous number of first aid personnel for the event, so the number of first aid personnel must be proportional to the number of people in the event, the risks and the size of the area.*

*Instructions: Generally, a separate first aid plan will only be drawn up for events where more than 2000 people are present at the same time or if the specific features of the event require special first aid arrangements. The first aid plan form can be found on the partnership network website (Finnish: Pelastuslaitosten kumppanuusverkosto). For events of less than 2000 people, it is sufficient to fill in the first aid table for first aid.*

| A first aid plan has been drawn up for the event, which is attached to this plan *(check the box, if a first aid plan has been drawn up).* |  |
| --- | --- |

**OR**

Adequate first aid personnel have been reserved, taking into account the risks of the event. Sufficient first aid material is also reserved and the first aid point is prominently marked. The person in charge of first aid, other first aid personnel and first aid material are described in the first aid table below. The location of the first aid point is marked on the attached floor map.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The person in charge of first aid | Name:  Phone:  E-mail: | | | |
| First aid-personnel |  | Amount | Course level / training | On-call time |
| Management |  |  |  |
| Duty officers |  |  |  |
| First aid material | *Describe what kind of first aid material has been acquired and where it has been placed.* | | | |

Number of people

*Instructions: In buildings in accordance with the building permit the maximum number or people is affected by for example fire prevention class, area size and width of the exits. The maximum number of people according to the building permit for the event space or the calculated maximum number of people for the outdoor event must not be exceeded. When calculating the maximum number of people, the number of people in the entire event (audience, staff, performers, ancillary service providers, competitors, etc.) is taken into account. In outdoor events, the maximum number of people is generally calculated by reserving 1 m2 of free space per person. Free space does not include a stage or a similar space or cloakrooms, toilets or storage spaces. The available width of the exits may limit the maximum number of people (see section exit arrangements). (848/2017 Decree of the Ministry of the Environment on Fire safety of Buildings and explanatory memorandum 34 §)*

|  |  |  |
| --- | --- | --- |
| The event is organized *(check the box or boxes)* | Outdoors | Indoors |
|  |  |
| An estimate of the maximum number of audiences present at one time | *(number of people)* | |
| An estimate of the number of staff present at the same time | *(number of people)* | |
| Maximum number of people in an event space, public tent or other similar structure | *(describe here the names of the premises and the maximum number of people according to the building permit)* | |
| Calculated maximum number of people for an outdoor event | *(describe here the calculated maximum number of people for an outdoor event)* | |

The maximum number of persons according to the building permit for the event space, public tent or other similar structure is not exceeded / the calculated maximum number of persons for the outdoor event is not exceeded. The number of people is monitored throughout the event by counting the number of people going in and out and monitoring the movement within the event area. If the maximum number of people in the event area is full, access to the area will be blocked.

Fire compartmentation

During the public event, the fire compartment is not weakened. Fire doors are kept closed and latched throughout the event. Fire doors are not wedged open. The adequacy of the fire compartment is checked before the start of the event and regularly during the event.

Emergency Access Roads and other driving routes to the venue

The emergency access road is a driveway for emergency vehicles. The accessibility and drivability of the emergency access roads and other driving routes are checked before the start of the event and regularly during the event. The locations of emergency access roads and other driving routes are marked on the floor map of the event area.

The event personnel are trained to guide the rescue department to the scene of an accident in the event of an accident. There is a clear division of responsibilities for guiding the rescue service to the accident scene.

Exit arrangements

*Instructions: The emergency exit routes specified in the building permit must be kept passable and unobstructed and otherwise in such condition that they can be used safely and effectively. There must be at least two separate, purposefully placed emergency exits from the building, venue or event area. Usually, the maximum length of a route leading to the emergency exit is 45 meters.*

*The exit arrangements for an assembly room are defined in the building permit. In outdoor events, the total width of the exit routes in a closed or fenced area is generally calculated in accordance with section 34 of the Decree of the Ministry of the Environment on Fire safety of Buildings (848/2017). The width of the escape route must be at least 1 200 mm. When the number of persons exceeds 120, the total minimum width of the escape route shall be calculated by adding 400 mm to 1 200mm for each additional 60 persons. The table below gives examples of the total minimum width of escape routes depending on the number of people at the same time.*

**

*Instructions: Exit routes in the event area must be marked with exit signs.* *As a general rule, exit signs must be lighted. In addition, exit signs must be clear. Signs must be detectable and their meaning must be easily identifiable and comprehensible. If necessary, signs must be added if for example temporary structures or interiors impair the visibility of the signs.* *The appearance and general characteristics of exit signs must comply with the Government Decree on Workplace Safety Signs and their minimum requirements (687/2015). The exit sign must be at least 100 mm high and wide.* *For example, in outdoor events the sufficient sign size is determined in accordance with standard SFS-EN 1838 on the basis of viewing distance. (the Ministry of the Interior Decree on marking and lighting of exit routes of buildings 805/2005 4 § and SFS-EN 1838 Lighting applications / Emergency lighting 5.5.)*

Before the start of the event and regularly during the event exit routes (=emergency exits) are checked to be serviceable and free of obstructions and their doors are easily open in the direction of exit. Exit routes are marked with illuminated or photoluminescent exit signs.

Outdoor event: The total width of the escape routes required for the maximum number of people present at the same time (public, personnel, performers, additional services staff, competitors etc.) is       mm. The actual total width of the escape routes in the event area is       mm.

Exit arrangements are marked on the floor map of the event area.

Furnishing and decorations

*Instructions: In public events, furnishings include for example, cloth, banderols and rugs used for scenery and decorations. Decorations can also be upholstered seat furniture, carpets and other similar products in terms of their use and material. The furnishings used in public events must not be easily flammable and must not endanger the safety of persons in the event of an exit or impede rescue operations. The furnishings should be chosen so that they do not cause a risk of fire breaking out or spreading.* *Furnishings should be such that when burned, they do not produce a lot of smoke or spread the fire quickly. The furnishings used in public events should be in the flammability category 1 (fire resistant, SL1, DIN 4102 B 1 or equivalent). If the premises (not a restaurant) have been equipped with an automatic fire extinguishing system, the furnishings can be included in flammability category 2 (normal flammability SL2, DIN 4102 B2 or equivalent). However, if an open fire or pyro effects are used in the premises, the furnishings must always be in the flammability class 1. Fire protection can be implemented on site using a fire protection product and method suitable for this purpose.*

The furnishing used in the event are fire safe. The fire classification certificates of the furnishing are available at the event / fire classification certificates are attached to this rescue plan.

Suspending the event and evacuation arrangements

*Instructions: For larger events, evacuation arrangements are described in more detail here, such as anticipating evacuation situations, more detailed instructions for carrying out an evacuation, and instructions for evacuation announcements.*

Exceptional situations of the event, such as fire, situations caused by weather, collapse of temporary structures and situations caused by disruptive behavior, may cause the need of suspending the event. The event or part of it may have to be suspended completely or momentarily. In serious exceptional situations, all or part of the event area may need to be evacuated.

The organizer of the event, the person responsible for safety or the authority decide on the suspending and evacuation of the event.

In an evacuation situation, the event safety officers and other staff will guide the public to leave away from the danger by using the closest exit routes. Audio equipment, megaphones or screens are used to guide the audience.

Temporary structures

*Instructions: Temporary structures and constructs may require a building or operating permit. Building and operating permits are issued by the municipal building control authority.*

| Temporary structure | Amount (pcs) | Size |
| --- | --- | --- |
| Stage |  | *(area size measured in square metres)* |
| Bleacher / auditorium |  | *(size of the bleacher, type and number of people)* |
| Tent |  | *(area size measured in square metres and possible number of people, if there is a possibility for the public to enter the tent)* |
| Other, what? |  |  |

*Instructions: In small tents, exit routes can be marked with photoluminescent exit signs. Large tents, that are over 300 m2 are equipped with battery-secured exit route signs and lighting. If over 30% of the tent’s wall surface is open, it can be categorized as a canopy or an open structure, in which case the requirements for signs are decided upon case-specifically.*

*Instructions: Individual tents of less than 20 m2 are generally located at least 4 meters from the buildings. The distance between larger tents and groups of tents from the building is generally at least 8 meters.*

*Instructions:* *If there are no special instructions or orders given by the municipal building control authority or there are no instructions available for mooring from the manufacturer or designer, the following is recommended for setting up tents up to 300 m2:*

* *Frame parts are connected to each other with lockable fasteners.*
* *The stabilization of the tent is affected by, among other things, the structure, height and shape of the tent. When loose weights are used, each corner of the small tents shall have at least the following weights: 2 x 2 tents 15 kg / pole; 4 x 4 tents 62 kg / pole; 5 x 5 tents 96 kg / pole; and 6 x 6 tents 139 kg / pole. Minimum weights apply to tents with a roof tarpaulin and a wind speed of 15 m / s or less. In stronger winds, the roof tarpaulin must be removed or weights must be added.*
* *The tents are secured to ground anchors or loose weights with cargo straps with a tensile strength of at least 1000 kg. Ropes or other similar strings are not reliable attachments.*
* *Tents attached in accordance with these instructions may not remain attached in the event of severe weather. Therefore, in the event of severe weather, the operating instructions drawn up in the emergency plan and the monitoring of weather conditions must be followed.*

**With regard to tents, the points below are complied with:**

* The number of people in a tent is calculated the same way as the number of people in assembly facilities (see section: Number of people).
* The tent fabric is flammability class 1 (fire retardant SL1, DIN4102 B1 or similar).
* There are at least two exit routes out of the tent, the width of which has been determined on the same basis as for assembly facilities (see section Evacuation arrangements).
* The emergency exits of the tent are equipped with signs.
* The tent is placed far enough from buildings.
* The emergency access roads and the emergency exits of nearby buildings have been taken into account when setting up the tent. Emergency access roads with a width of at least 3.5 meters are reserved for the tent area.
* The tent manufacturer’s set up instructions are followed.
* The tent is sturdily attached to its base with, for example, concrete or water weights, following the manufacturer’s instructions.
* In the event of severe weather or winds of more than 15 m / s, the tent mooring will be intensified or the use of the tents will be suspended. People are directed away from the vicinity of the tents and the tents are dismantled if possible. If the manufacturer has given other instructions, they will be followed.

**With regard to stage/stages, the points below are complied with:**

* The stage manufacturer’s setup instructions are followed and a setup certificate of the setup is drawn up. The stage is used in accordance with the intended use specified by the manufacturer. The weight and wind restrictions of the stage structures are known.
* Weather conditions have been taken into account. Operational models for various weather phenomena, such as a severe weather will be planned.

**With regard to bleachers/auditoriums, the points below are complied with:**

The bleacher is built in accordance with Decree of the Ministry of the Environment on Safety of use of buildings (1007/2017):

* A handrail is built when the falling height exceeds 0,5 meters or when there is a risk of falling or stumbling. A fall protection rail is built in level differences of more than 0.7 meters, to which children have access.
* The seats are attached to their base, if the floor of the seating area is inclined or if there is a height difference between the floors of seating rows. Loose seats can be used in premises with an even floor.
* If there are more than 60 chairs in the premises, they are attached to each other in groups of four unless they have been placed around tables.
* Fixed seats that are connected to each other must be arranged in rows of seats into seating areas with a passageway on the side.
* The passageway of the seating area or standing area must be accessible directly from the end of each row.
* The width of the passageway is dimensioned according to the number of people using it (see section exit arrangements). The passage way of an assembly space area of not more than 60 persons shall be at least 900 mm wide. In a space that is meant for more than 60 persons the passageway must be at least 1200 mm wide.
* The free width between the seating rows must be sufficient with the table 1 of section 24 in relation to number of people using the passage, the type of the seats and whether or not there is a passageway on the both ends of the bleacher or just the other.
* The rise of the stairs in the bleacher’s passages is a maximum of 160 mm and the advance is at least 300 mm.
* The gaps between the open steps of the bleacher’s stairs must be blocked so that a cube over 100 mm in size cannot fit through the gaps.
* In stairs and slopes, the handrail is installed for the whole length. The size of the handrail measured to enable a sturdy handhold. The ends of the handrail are modelled safely.

The bleacher manufacturer’s setup instructions are followed.

The locations of all temporary structures are marked on the floor map of the event area.

Temporary electronic installations and electricity supply interruptions

With regard to electricity, the points below are complied with:

* Qualified people and companies have carried out the electronic installations.
* Any cables on passage ways and emergency exits have been protected, for example with floor cable covers, rubber rugs or by digging them into the ground or by lifting them up.
* Electrical and other wiring must not interfere or endanger walking or cycling traffic outside the event area. Reflective material and warning traffic signs must be used in cabling.
* In outdoor premises, only electronic cables intended for outdoor are used.
* Electrical equipment used outdoors are protective earthed, insulated or operated with protective voltage. In dry outdoor conditions, protective earthed or insulated devices for indoor use can also be used temporarily. In these situations, the equipment is insulated from the ground and protected from rain and moisture.
* An installation certificate will be compiled for temporary electronic installations, which is available at the venue.

With regard to aggregates, the points below are complied with:

* The aggregates have been placed far enough from any buildings, structures, traffic routes and the public area.
* The safety arrangements defined under the section “Dangerous chemicals” are also applied to aggregates.
* A first aid fire extinguisher with the effect class of at least 34 A 183 BC and a sufficient amount of absorbent are placed in the vicinity of the aggregates.

The locations of the aggregates are marked on the floor map of the event area.

With regard to power outages, the points below are complied with:

* The lighting of the exit routes is also ensured in the event of an interruption, for example with a battery-certified exit route markings, aggregates or flashlights.
* Megaphones or audio equipment certified by a separate source have been prepared to guide people.

Fire show, pyrotechical effects and fireworks

*Instructions: The Fire Show Notification Form and the Use of Effects Notification Form can be found on the partner network's (in Finnish: kumppanuusverkosto) website. A notification form for the fireworks display can be found on the Police of Finland website.*

|  |  |
| --- | --- |
| There is a fire show included to the event and a separate notification has been made for it. The notification is attached to this emergency plan (*check the box if necessary*). |  |
| There is a pyrotechnical effects implementations included to the event and a separate notification has been made for it. The notification is attached to this emergency plan (*check the box if necessary*). |  |
| There are fireworks display included to the event and a separate notification has been made for it to the Police of Finland (*check the box if necessary*). |  |

Dangerous chemicals

In public events, hazardous chemicals include for example, liquefied petroleum gas and aggregate fuels.

Intended use for liquefied petroleum gas (*check the box for intended uses to the table*):

|  |  |
| --- | --- |
| Cooking/heating |  |
| Heating of building/tent/area |  |
| Effects/pyrotechnics |  |
| Other, what? |  |

|  |  |
| --- | --- |
| Total amount of liquefied petroleum gas in use | *(kg)* |
| Total amount of liquefied petroleum gas in stock | *(kg)* |

Intended use for other dangerous chemicals (*check the box for intended uses to the table*):

|  |  |
| --- | --- |
| Heating of building/tent/area |  |
| Generation of electricity |  |
| Effects/pyrotechincs |  |
| Fire show |  |
| Other, what? |  |

|  |  |
| --- | --- |
| Other dangerous chemicals in use | *(list)* |
| Total amount of other dangerous chemicals in use | *(liters)* |
| Total amount of other dangerous chemicals in stock | *(liters)* |

With regard to dangerous chemicals, the points below are complied with:

* only the necessary amount of dangerous chemicals for the operation is stored in the event area
* dangerous chemicals are used with due care
* the safety data sheets for dangerous chemicals are complied with
* at least one 6 kg hand fire extinguisher with the effective class of at least 34 A 183 BC and a fire blanket are placed in the nearness of the place of use and storage of dangerous chemicals
* the storage site is marked with the necessary CLP warning signs and signs prohibiting smoking and open flames
* third parties are prevented from entering the storage area for dangerous chemicals
* With the use of dangerous chemicals, protecting the environment is taken into account. Environmentally hazardous liquids have been placed on collecting containers and sufficient absorbent substance has been stored in the nearness of the places of use and storage.

With regard to liquefied petroleum gas, **in addition to the points above**, the points below are complied with:

* mainly 5 or 6 kg LP gas bottles are used
* the use of composite bottles is recommended
* all LPG cylinders in the event area are connected to the operating unit
* any spare bottles and empty bottles are stored in a pre-defined storage space
* LPG devices are CE-marked
* LPG hoses meet the regulations set for them
* the LPG hose is not installed with a t-connection without shutter
* LPG equipment and installations are inspected before commissioning, in particular the connections of LPG hoses (e.g. with soap solution)
* Only indoor suitable LPG equipment are used indoors. The suitability of the device for indoors use has been verified by the device manufacturer or the manual.

The locations of dangerous chemical’s use sites and storage sites are marked on the floor map of the event area.

Rescue service equipment of the space

Automatic fire alarm system

*Instructions: Some of the assembly rooms are equipped with an automatic fire alarm system that reacts to smoke and/or heat and reports them to the emergency response center.* *If the public event uses products or there are other activities in the event that generate smoke, the event organizer must contact the building owner or occupier and find out the practical arrangements for the automatic fire alarm system.* *The disconnection and arrangements regarding the automatic fire alarm system must be agreed with the owner or occupier of the building.* *The designated operator of the fire alarm system may only carry out disconnection, or if there is a disconnection clock switch in the space, the disconnection may be performed by a person designated for this purpose in accordance with the instructions of the owner or occupier of the building. Fire guarding must be provided in the area during disconnection. A fireguard should be appointed for this task, whose task is to supervise the detached areas. Fire guard must not have other concurrent tasks that interfere with the fire guard's duties.*

|  |  |
| --- | --- |
| There is an automatic fire alarm in the event space | *(yes)* |
| Disconnections are made for the automatic fire alarm system during the event | *(yes/no)* |
| Disconnections have been agreed with the owner / occupant of the building | *(yes/no)* |
| Reason why the disconnections are done (e.g. smoke machine, pyrotechnics, fire show) | *(describe here why the disconnections are done)* |
| Arranging fire guarding for the duration of the disconnections | *(describe here how fire guarding is arranged during the disconnections)* |
| Location of the central unit of the automatic fire alarm system | *(kuvaa tässä paloilmoittimen keskuksen sijainti)* |

Automatic fire extinguishing system (sprinkler)

*Instructions: There must be nothing hanged to the piping of the sprinkler system. In addition, it must be taken into account that the temporary structures do not have a weakening effect on the affected areas of the sprinkler.*

|  |  |
| --- | --- |
| There is an automatic fire extinguishing system in the event space (sprinkler) | *(yes/no)* |
| Location of the central unit of the sprinkler system | *(describe here where the central unit of the sprinkler system is located)* |

Other rescue service equipment

*Instructions: Other rescue service equipment can be for example smoke ventilation system, fire alarm systems and automatic fire doors.*

Describe here other rescue service equipment of the space if needed.

# Orientation and guidance for staff and public

*Instructions: All event personnel should be familiar with the safety arrangements for the event and given instructions on how to prevent accidents and how to act in the event of an accident or incident. The orientation can be arranged before the start of the event, for example in the form of a training session, where the tasks of the staff and the instructions prepared for them are reviewed. In the orientation, attention must be paid to the division of responsibilities. If for example, there are many food outlets in the event, where each vendor is responsible for the implementation of safety arrangements, the vendors must be instructed on security arrangements well in advance of the start of the event. The event organizer must contribute to ensure that the instructions given are followed. Supervision can be carried out, for example, by carrying out inspection rounds in the event area before and during the event, in which case it is checked that the safety arrangements at each point have been implemented in accordance with the instructions given.*

*Instructions: The implementation of instructions and guidance given to the public is planned in advance. For example, the event organizer can plan what instructions will be given to the public before the event, for example in connection with ticket sales, entering the event area and while being in the event area. The event organizer must also plan the instructions to be given to the public in the event of an emergency and map out which communication channels can be used appropriately here. The public can be given instructions and guidance, for example in the form of signs and area maps, as well as through social media or other information channels. The event's audio system, megaphones or for example the event's screens can be used as an advantage while communicating with the public during the event.*

Orientation and guidance of the staff:

Describe here how the orientation and guidance of the staff is implemented.

Orientation and guidance of the public:

Describe here how the orientation and guidance of the public is arranged.

Instructions given for the staff

Each member of staff must follow the following guidelines and ensure that they are also followed by the public.

All situations endangering safety and the measures taken must be reported to the event safety manager / organizer to number      . Also, contact the event safety manager / organizer if you notice any deficiencies in the preventive or preparedness arrangements. The means of prevention and preparedness are described in section two of the plan. Follow the instructions you have received.

General instructions for the prevention of hazards and risks

1. Observe, among other things, the risk of tripping, slipping and falling, such as electrical wires in passageways and the slipperiness and unevenness of the floor, terrain and structures. Prevent movement in the hazardous area and fix the deficiency if possible.
2. Observe the accessibility of escape routes and rescue routes in the event area. If you notice a deficiency, fix the situation if possible.
3. Pay attention to fire prevention. Pay attention to possible sources of ignition and pay attention to the storaging of goods. Prevent public from contact with liquefied petroleum gas and other hazardous chemicals. Recognize the location of the nearest initial firefighting equipment.
4. Observe the attachments of the temporary structures. If you notice deficiencies in the attachment of temporary structures, fix the situation if possible.
5. Make sure you are aware of the maximum number of people in your area of responsibility. Monitor the number of people in the area and if necessary, restrict access to the area. If you notice congestion, take proactive action. Also, for your part, take care of the guidance and directing of the audience.
6. Pay attention to the condition of the audience and possible signs of outbreak of disruptive behavior and intervene proactively.

**THE EMERGENCY NUMBER IN FINLAND 112**

1. MAKE THE EMERGENCY CALL YOURSELF, IF YOU CAN

2. EXPLAIN WHAT HAS HAPPENED

3. TELL THE EXACT ADDRESS AND MUNICIPALITY:

4. ANSWER THE QUESTIONS THE ARE ASKED FROM YOU

5. FOLLOW THE GIVEN INSTRUCTIONS

6. END THE CALL ONLY AFTER RECEIVING PERMISSION TO DO SO

7. GUIDE HELP TO THE SITE

Call the emergency center again if the situation changes.

In the event of an illness / accident

**In life-threatening situations (e.g. unconscious patient, chest pain, difficulty of breathing), immediately call the emergency number 112 directly.**

1. **Call the first aid manager of the event to the site by calling number**      **.** Follow the manager’s instructions. If the first aid manager does not arrive immediately, follow the instructions below.
2. **Find out what has happened. Are you getting the person awake?** Wake him up by talking and shaking. If the person does not wake up,

**Call the emergency number 112.**

You can also call for help, and ask those present to make an emergency call to 112. The instructions given by the emergency response center must be followed.

1. **Turn the person to be helped on their back and find out if they are breathing normally? Open airway.**

Extend the head of the person being helped by lifting the tip of the chin and pressing the forehead with the other hand. **Look, listen and feel the breath**. Assess whether breathing is normal, abnormal or absent. If in doubt, act as if breathing would not be normal.

* **Breathing is normal**.

Turn the person to the side position. Make sure the airway is open and the person is breathing normally. Monitor and observe breathing until professional medical help arrives.

* **Breathing is not normal or it is absent.**

Start cardiopulmonary resuscitation (CPR).

1. **Start chest compressions.**

Place the base of your palm in the middle of the chest (sternum) of the person to be assisted and the other hand on top of the other. Fingers are interlocked. Press with straight arms perpendicularly down 30 times so that the sternum is pressed down 5-6 cm. Allow the chest to recover between pressures. The average pressure density is 100 times per minute and does not exceed 120 times per minute. Count the compressions aloud.

1. **Blow into the casualty’s mouth 2 times.**

Open the airway. Place your lips around the casualty’s mouth, making sure you have a good seal and pinch the soft part of the casualty’s nose closed. Gently blow air into the lungs of the casualty. During blowing, make sure that the chest of the casualty rises (moves). Repeat the blow. The duration of two blows is 5 seconds.

1. **Continue the CPR without interruption in rhythm 30:2** (30 compressions and 2 blows)

until the casualty wakes up: moves, opens eyes and breathers normally, medical professionals give you permission to quit or you run out of energy.

In the event of a fire

Report about the fire to the event safety manager or organizer at number       and follow the instructions below.

**Save and warn**

* Keep your cool. Act calmly and thoughtfully, yet promptly.
* Rescue and warn those in immediate danger. However, do not put yourself in danger.

**Extinguish**

* Try to extinguish the fire or limit it with first aid extinguishing equipment while the fire is still under control.
* Do not extinguish a grease fire with water, the grease fire will explode from a small amount of water.
* Avoid breathing flue gases. Do not approach the fire until you have the first aid extinguishing equipment ready for use.
* If the fire cannot be safely extinguished, try closing the door to limit the fire. Don't endanger yourself. If the door to the burning space is closed and the handle or door is hot, do not open the door.

**Call for help** by calling the emergency number 112.

* Remember! Smoke kills. So do not delay if you are in a burning space. Never leave into a smoky space.

**Limit** the spread of fire by closing doors, windows and ventilation.

**Guide** the rescue personnel to the scene.

The order of procedures may vary depending on the situation!

In the event of severe weather conditions

Report about severe weather conditions to the event safety manager / organizer at number       and follow the instructions below.

1. Try to calm down the audience.
2. If the weather conditions become difficult, direct the audience away from temporary structures, trees and furniture. If possible, direct the audience to move indoors (not inside the tents!)
3. In the event of severe weather or winds of more than 15 m/s, the mooring of the tents is intensified according to the pre-defined plan or the use of tents is suspended. People are directed away from the vicinity of the tents and the tents are dismantled if possible. If the manufacturer has given other instructions, they are followed. Instructions:
4. If the event is indoors, close the doors and windows. Do not allow the audience to enter outdoors. Wait for the weather to stabilize.
5. Follow the instructions you receive.

Operating instructions for protection against weather phenomena can also be found on the Finnish Meteorological Institute’s website at: <https://en.ilmatieteenlaitos.fi/warnings>.

In the event of overcrowding

Report the overcrowding to the event safety manager or organizer at       and follow the instructions below.

1. Try to calm down the audience.
2. Direct the audience away from the crowd.
3. Prepare to evacuate the event area.
4. If the event area or part of it needs to be evacuated, follow the instructions you receive. Direct the audience to use the nearest exit route if it is safe to do so.

In the event of disruptive behavior

Report the disruptive behavior to the event safety manager or organizer at       and follow the instructions below.

1. Do not go into a threatening situation alone.
2. Maintain a safe distance from the person causing danger.
3. Talk to the person threatening clearly, concisely and conform him/her.
4. Do not interrupt, belittle or provoke counter-intimidation.
5. Keep your hands visible and avoid staring at the person threatening.
6. Do not turn your back on the person threatening.
7. Seek to calm the situation.

# ATTACHEMENTS

*Instructions: Check the box from the table for the attachments that came with the emergency plan for the event.*

|  |  |
| --- | --- |
| Floor map |  |
| Checklist |  |

If needed:

|  |  |
| --- | --- |
| First aid plan |  |
| Notification of fire show |  |
| Notification of the use of effects |  |
| Notice of a firework display (delivered to the Police of Finland) |  |
| Transportation plan |  |
| Other attachements |  |

FLOOR MAP

*Instructions: Attach a floor map of the event area here. The floor map must show the locations of the first aid fire-fighting equipment, first aid station, places for the use, storage and warehousing of dangerous chemicals, rescue routes and other driving routes, escape routes, aggregates, temporary structures and separate event services. In large events, the location of safety personnel and the management center of the security organization are marked on the map, if necessary.*

CHECKLIST

|  | OK | Not in use | Must be rectified / person responsible to rectify the deficiencies |
| --- | --- | --- | --- |
| The emergency plan has been delivered to the area’s rescue authorities at least 14 days before the event begins. |  |  |  |
| The necessary notifications to other authorities (e.g. Police, Tukes, environmental and health protection authorities, building control authorities, regional state administrative agency) have been made and official permits have been obtained. |  |  |  |
| There is a sufficient amount of first aid fire-fighting equipment. The equipment is free of obstructions and its location is guided. |  |  |  |
| First aid preparedness determined on the basis of a risk assessment has been reserved for the event. |  |  |  |
| The maximum number of people in the event area or space is known and monitored. |  |  |  |
| Fire doors are kept closed and latched. Fire doors are not wedged open. |  |  |  |
| Emergency access routes are properly marked and kept unobstructed. |  |  |  |
| Emergency exits and passageways are serviceable and free of obstructions. |  |  |  |
| The furnishing and decorations that are used are fire safe. |  |  |  |
| Arrangements for suspending and evacuating the event have been planned and instructed in advance. |  |  |  |
| In the case of temporary structures, the instructions given by the manufacturer as well as other regulations and instructions are followed. |  |  |  |
| Regulations and instructions are followed for temporary electrical installations. |  |  |  |
| Preparations have been made for power outages. |  |  |  |
| The fire show has been notified to the local rescue authority no later than 14 days before the show. |  |  |  |
| The use of pyrotechnic effects has been notified to the local rescue authority no later than 14 days before the intended use. |  |  |  |
| The local police have been notified of the fireworks show no later than 14 days before the show. |  |  |  |
| Temporary accommodation has been notified to the local rescue authority no later than 14 days before the start of the accommodation. |  |  |  |
| Regulations and instructions are followed regarding the use and storage of hazardous chemicals. |  |  |  |
| The necessary disconnections have been made for the automatic fire detector and replacement fire guarding has been arranged. |  |  |  |
| The event staff is familiar with the prevention and preparedness arrangements. |  |  |  |
| The staff is familiar with the operating instructions in the event of an accident. |  |  |  |
| Instructions and guidance for the audience has been provided. |  |  |  |

**The responsible organizer of the event is responsible for the implementation of this emergency plan and undertakes to comply with the arrangements set out in this plan.**

**The responsible organizer of the event undertakes to make the necessary changes to the plan so that this plan corresponds to the actual arrangements for the event.**

**The rescue plan is sent to the area rescue authority no later than 14 days before the start of the event.**