

Fort Knox Fire and Emergency Services Division Special Event Checklist

Event Name:

Event Dates:

Event Time:

Event Point of Contact (POC):

Event POC Phone Number:

Facility Name and Building number:

Facility Point of Contact (POC):

Facility POC Phone number:

Inspector's Name:

Date of Initial Inspection:

Date of Final Inspection:

Fire Prevention Inspection Office:
 Directorate of Emergency Services (DES)
 Fire and Emergency Services Division
 Building xxx
 (502) 624-4208

Event Staff:	YES	NO	N/A	REMARKS
Have responsibilities for execution of emergency evacuation procedures been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will event staff be clearly identifiable so that guests may request help or information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How many event staff will be working the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have arrangements been made to maintain radio communication between the organizers and staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have responsible individuals been identified to conduct roving inspections during event? (Note: Aware of general and specific crowd control, suspicious activity, hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have security arrangements been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will any Special Equipment, High Risk Activity or Animals be involved in the event? (Note: if YES explain in the remarks section).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Tents:	YES	NO	N/A	REMARKS
Is propane used for any part of this function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will tents be used? (Note: Assembly and maintenance of tents must comply with requirements of NFPA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a Flame Resistance Certificate for floor coverings and/or Tents on file with our office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open or Exposed Flame < 20' from tent/buildings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible Material < 20' from tent/buildings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do guy wires or ropes cross an exit at a height of less than 7 feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are tent stakes railed off, capped or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do bracing or support ropes impede the means of egress or create a tripping hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking:	YES	NO	N/A	REMARKS
Are "No Smoking" signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a designated smoking area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are procedures in place to enforce the statute which prohibits smoking in public buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupancy Load:	YES	NO	N/A	REMARKS
Has the site plan and event layout been completed and given to the Fire Prevention Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the occupancy load/limit been determined for location to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupancy Load Capacity for this event and layout is:				
Stage and Stairs:	YES	NO	N/A	REMARKS
Are stages and platforms appropriately guarded and edges and steps highlighted for clear visibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have stairs/stairwell and handrails been inspected to assure that they are in good working condition? (No storage shall be permitted in stairwells or under stairs at any time).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Exit Egress	YES	NO	N/A	REMARKS
Have responsibilities for execution of emergency evacuation procedures been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a designated emergency evacuation assembly area been established? (Note area in the remarks section).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is event setup planned; that aisle ways and doorways are free of cords, protrusions and other obstructions that could cause tripping and/or struck-by-injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have walkways leading to and from the event site been inspected for potential slip, fall and trip hazards? (Note: Slip/trip/fall hazards must be corrected or exposure of participants to these hazards must be prevented prior to and during the event).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have grassy areas to be used or in close proximity of event been inspected for holes and other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have procedures been established for effective crowd control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have arrangements been made to setup barricades to clearly delineate areas for pedestrian and vehicular traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADA:	YES	NO	N/A	REMARKS
Have ADA accommodations been made to assist persons with disabilities to fully participate in the event as planned? (Mobility Impairments, Sight Impairments, Speech Impairments, Hearing Impairments, Others).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate accommodations been made for emergency evacuation for a person with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits:	YES	NO	N/A	REMARKS
Are exits spaced at approximate equal intervals around the perimeter of the tent building or area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits located so all points are < 100' to an exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the minimum width of an exit not less than 32"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clear exit path near fences or other obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisle ways clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the location have at least two means of egress that are remote from each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Exits (Continued):	YES	NO	N/A	REMARKS
Are exits so arranged and maintained as to provide free and unobstructed egress from all occupied areas? (Note: No exit may be blocked with furniture, concessions, or locked from the inside; rugs, electrical extensions cords or other cables may not be placed across exit corridors so that they impede clear access to the exit doors and corridor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooking:	YES	NO	N/A	REMARKS
Is cooking or heating equipment located a distance of < 10' of an exit or combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is commercial cooking equipment such as grills and broilers used with proper ventilation, fire suppression systems and minimum of 20' from the occupied tent and/or building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are LP gas containers having a capacity of 500 gallons or less properly secured at least 10' away from tent/building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appliances isolated from the public by at least 4'? Are cooking appliances U.L. listed and have clearances of not < 36" at the back and 48" at the front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Protection Equipment:	YES	NO	N/A	REMARKS
Is there a portable fire extinguisher (ABC type) at each exit of an enclosed tent/building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do cooking areas have a minimum of a 20 BC rated fire extinguisher? (Note: If using a deep fat fryer; a class "K" rated fire extinguisher will also be required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical:	YES	NO	N/A	REMARKS
Are electrical systems and equipment isolated from the public by proper elevation or guarding? Are cables on the ground in areas traveled by the public placed in trenches or protected by approved covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all electrical systems properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there two separate circuits for occupant loads of 300 or less? For occupant loads greater than 300, one of two circuits must be from an approved emergency system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are generators a minimum of 20' from the tent and/or building and taped off with caution tape and cones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable generators U.L. listed or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are generators capable of running continuously without refueling for the entire length of the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Site:	YES	NO	N/A	REMARKS
Is the access to fire hydrants and FDC's for Fire Department vehicles unobstructed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the building have a sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire lanes must be unobstructed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting:	YES	NO	N/A	REMARKS
Have interior emergency lights been tested and are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have exterior emergency lights been tested and are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location adequately illuminated for the time and type of event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting > 6' away from combustibles or protected by non-combustible material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Alarm (FA):	YES	NO	N/A	REMARKS
Has the Fire alarm panel and all devices been checked to ensure it is functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the event setup such that access to alarm activation and warning devices are kept clear and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location of FA panel:				
Events Involving Fire, Flame and/or Heat:	YES	NO	N/A	REMARKS
Have all combustible decorative materials that will be used in building been treated with flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be a firework display at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you plan on having a bonfire at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you plan on having a barbeque at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are open flames inside the building prohibited for this event? <u>(Note: Burning candles and all other forms of open flames shall be prohibited inside buildings without approval of the AHJ).</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will a post-event arena inspection be conducted to insure that no fire or other hazards are left on site? (e.g. lit cigarette butts or othe burning/smoldering material).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a request for the use of pyrotechnic devices been submitted to the Ft. Knox Fire Chief (AHJ) for this event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	