

CFD Special Events
Complete form and submit through
Eproval (City Property-Event Permits)
or email to:
cfdspecialevent-admin@columbus.gov

COLUMBUS DIVISION OF FIRE SPECIAL EVENTS SAFETY FORM



EVENT INFORMATION

Name and/or description of event _____
Name of Onsite Coordinator (present for set up/event/tear down) _____ Cell# _____
Name of Weather Monitor _____ Cell # _____
Location of event/address _____
Estimated Peak Attendance _____ Estimated Total Attendance _____

Items below are required per Columbus City Fire Code 2504.03.12.2 Public safety plan for gatherings and must be indicated on the Event Site Plan

Site Plan indicates Emergency vehicle ingress & egress(Fire Lane 20ft wide/13'6" overhead clearance)	Site	Yes	No
Plan indicates Fire Hydrants/Fire Extinguishers/Fire Department Connections		Yes	No
Site Plan indicates Emergency Egress/Escapes Routes from event to a public way		Yes	No
Site Plan indicates location of 1st Aid/EMS/Medical Station/Locations		Yes	No
Site Plan indicates event "assembly areas" seating areas/standing room only/dance areas		Yes	No
Site Plan indicates entry-queuing lines/event entry/exit points/parking of attendees if in event space		Yes	No
Site Plan indicates vendor/food concession locations/layout/spacing including Mobile Food Vendors		Yes	No

Information below is required by City Fire Code 2504.03.12.1/2504.03.12.2

Will you hire Columbus Police for your event? CPD required for events with road closures and/or alcohol.	Yes	No
Will your event have Emergency Medical coverage provided by Columbus Fire or another entity?	Yes	No
Will your event have Columbus Fire personnel for Firewatch/Crowd Control/Fireworks-Pyro standby	Yes	No

Information below is required by City Fire Code 2504.03.12.3

CROWD MANAGERS

An Event that has a planned Peak Attendance of more than 1000 attendees and staff must have crowd manager positions and duties at a minimum of 1 per every 250 persons.

Number of assigned Crowd Manager Positions at Peak Occupancy of event: _____

Information below is required by Ohio Fire Code 4.03.12.3

SEVERE WEATHER PLAN

Have you identified a Weather Monitor for your event?	Yes	No
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- The Event Operator/Organizer shall designate one qualified individual to continuously monitor local weather reports, forecasts & conditions. (WEATHER MONITOR)
- Said person shall be responsible for initiating weather-related event mitigation activities, ordering suspension or cancellation of the event and issuing an evacuation signal/notification in accordance with the approved public safety plan. **COMPLETE REQUIRED ADDITIONAL WEATHER SAFETY PLANNING ON REVERSE SIDE OF THIS FORM PRIOR TO SUBMITTAL**

Name of WEATHER MONITOR _____ Cell # _____

How will weather be monitored before and during the event? Check method that applies.	
National Weather Service website: https://www.weather.gov/safety/	or other website-list below
Phone App-please specify: Examples-weather.gov/facebook, Weather Bug, Weather Channel app, etc. list below	

What weather conditions would cause you to delay or cancel the event? Check all that apply. <i>Consider the length of time it will take to cancel the event, relocate event participants/staff, secure/remove projectiles, etc. This will assist in determining when you would need to cancel the event prior to anticipated severe weather impacts. The National Weather Service website provides helpful guidance for weather-related hazards.</i>	
Predicted heavy rain	Active heavy rain
Sustained winds of ____ mph	Wind gusts of ____ mph
Predicted lightning	Active lightning within ____ mi (max 10 required)
Predicted hail	Active hail
Tornado Watch	Tornado Warning
Heat Index over ____	Air Quality Index over ____
Icy Roadways	Wind Chill under ____
Predicted Snow	Active Snow
Other-please specify:	
If severe weather occurs during your event, where can people see shelter?	
Structures near the event site. <i>Specify exact locations:</i>	Business(es) that have agreed to provide shelter:
Personal vehicles	Event vehicles

<i>If weather or other emergency requires you to delay or stop your event, DESCRIBE THE PROCESS FOR A DELAYED START or A RESTART (ex. may not delay >1 hour; will not restart after 3:00 PM, etc.). NOTE: Delayed start/end cannot exceed the time of day permitted in the approved Special Event Permit Application.</i>	
<i>*Public safety (CPD/CFD) working the event must be available to work additional hours. Certificate of Insurance must cover the full timeframe of the event.</i>	
In case of extreme or expected extreme temperatures, which of the following will be implemented? Check all that apply:	
Cooling tents	Staged vehicles for warming
Free water	Free hot beverages
Staged vehicles for cooling	Hand warmers available
Adjust event timeline	Extra medical personnel on site
Signage describing symptoms of temperature-induced medical issues	Other – please specify: