

Table 18.19.: Event Organizer's Responsibilities

ITEMS	REQUIREMENTS
5. ELECTRICAL SAFETY	i. It is event organizer's responsibility to ensure that all electrical installations, cables, lighting, generators etc. are installed by professional electrical contractor in accordance with electrical safety regulations of "Utility Provision Authority".
6. STRUCTURE	i. It is event organizer's responsibility to ensure that the structural aspect of the event such as Tents, Stages, Grandstands, Seating arrangements, Platforms etc. are installed by experienced professionals. ii. It is event organizer's responsibility to obtain material test certificates from the suppliers of tents, pre-engineered grandstands and kiosks, to be submitted to Civil Defence along with permission application, in accordance with Annexure 2. Drawing Submission Requirements.
7. MANPOWER	i. Every event organizer shall have "Emergency Response Team" consisting of trained professionals in Fire Safety, security and first responders for emergency situations. ii. Every event organizer Emergency Response Team shall consist of minimum of 2 Fire and Life Safety Managers from the event organizing staff, when initiated from Civil Defence. iii. Every event organizer Emergency Response Team shall consist of minimum of 2 Crowd Managers, when initiated from Civil Defence. iv. Every member of event organizing Emergency Response Team and staff shall be trained in appropriate Fire extinguisher usage, with refresher trainings annually. v. Fire and Life Safety Managers and Crowd managers shall obtain training from Civil Defence and shall be certified and licensed by Civil Defence. vi. It is every event organizer's responsibility to formally request Civil Defence for their fire and life safety manager's and crowd manager's training, when initiated from Civil Defence.
8. FIRE AND LIFE SAFETY MANAGER'S RESPONSIBILITIES	i. It is Fire and Life Safety manager's responsibility to prepare a written Emergency Action Plan for the event. For guidelines on preparation of Emergency Action Plans, see Chapter 19. Emergency Evacuation Procedures. ii. Fire and Life Safety managers shall have understanding of the Fire and Life Safety hazards involved in the event, such as Arson, LPG, heavy crowd movement, electrical accidents etc. iii. Fire and Life Safety manager shall be aware of the dangers and security hazards that can endanger people safety. iv. Fire and Life Safety managers shall be fully aware of the area exits, corridors, assembly areas, refuge areas, exit routes, emergency evacuation plans, emergency evacuation strategies and procedures. v. Fire and Life Safety manager shall have full knowledge of selection and operation of Fire extinguishers. vi. Fire and Life Safety manager shall be well verse with emergency reporting and coordinating with Civil Defence.
9. CROWD MANAGERS	i. Every event organizer shall have a minimum of 2 trained Crowd Managers. ii. Where occupant load is more than 250 people, there shall be additional 1 crowd manager for every 250 people. iii. Crowd managers shall be fully aware and familiar with event Emergency Evacuations plans and Emergency evacuation procedures. iv. Crowd managers shall coordinate with Fire and Life Safety managers to pre-plan the specific roles and duties of each member and incorporate the crowd management strategies into the Emergency Action plans. v. Crowd manager shall have control over the occupant load and pre-planned maximum capacity of the event, and shall have strategies to control crowd entry into event and specific areas, when crowd exceeds the safety level and exit capacities.