



LARKSPUR FIRE PROTECTION DISTRICT

Special Event Planning

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Introduction:

To comply with a Special Events Permit, plans in each category (where required by Fire Marshal) must be completed with all agencies and parties involved agreeing with the plan. Additionally, all personnel working with and for the special event must be trained or familiarized (depending on their position) with the entire special event Emergency Plans.

Failure to comply with the requirements of the Special Events Permit without written permission of the grantor of the permit will result in a Red Tag/Stop Order being issued and the Special Event or operation within the special event will end until compliance is reached. This may include the shut down and evacuation of the entire event site at the discretion of either the Larkspur Fire Authority, Douglas County Sheriff's Department, or Douglas County OEM.



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Event Data

Name of Event:	
Location of Event:	
Date(s) of Event:	
Names and Contact of Responsible Parties:	
Alcohol Provided or Sold? Yes/No	Supply Copy of Liquor License
Insurance Provider and Agent Name	
Expected Daily Attendance	
Number of Special Event Personnel	
Tent(s) will be used? Yes/No Other Temporary Structures? Yes/No	
Food Trucks or Trailers? Yes/No	
Other Cooking? Yes/No	
Will there be security personnel? Yes/No How many?	
Will there be Emergency Medical Personnel? Yes/No How many?	
Will there be Amusement Rides: Yes/No Provide Safety Inspections	
Will there be any maze or facility designed to confuse? Yes/No	
Will there be any operation or facility designed to hide or limit exit? Yes/No	

Any event with more than 100 people will require a minimum of 2 law enforcement officers and whatever number above 2 that the Douglas County Sheriff requires.

Any event with more than 100 people will require a minimum of 2 Fire-EMS personnel and whatever number above 2 that is determined based on location, number of attendees, and potential risk as determined by the Fire Marshal.



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Any event with more than 100 people, depending on risk, may require fire and fire apparatus standby as determined by the Fire Marshal.

Expense for standby law enforcement, EMS, and Fire Personnel is the responsibility of the event host and is not included in the cost of the Special Events Permit.

Event Permit Fee

- Event Permit Fee will be paid with submission of Data Sheet and prior to submission of Site Plan, Evacuation Plan, etc.
- The Event Permit Fee will be based on an estimate of work needed by the Larkspur Fire Protection District plus the base fee.
- No other agencies potential costs are included in the permit fee paid to Larkspur Fire Protection District.
- The fee does not include any costs associated with Fire/EMS/Police standby or any items required by those agencies or the Douglas County Office of Emergency Management.

Event Permit Fee Schedule is as follows:

Special Event Permits

25-200 people	\$25.00
201-500 people	\$50.00
>501 people	Base \$250.00 + \$40.00 per hour for planning, inspecting, approvals. Additional fee for required Fire/EMS standby personnel not included.

Food truck and trailer permit fees not paid with a special event permit.

Tent permit fee will be paid per the Larkspur Fire Protection District permit fee schedule and included in the event permit.



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Any fireworks or other pyrotechnics permits will be paid per the Larkspur Fire Protection District permit fee schedule and included in the event permit.

All special events will be required to meet with the Fire Marshal to plan the event and review requirements a minimum of two weeks in advance of the event. The event site plan must be submitted a minimum of 2 days prior to the scheduled first meeting. The special event permit fee will be based on estimate of planning, meeting, inspection, and approval time and paid in advance of the permit being issued. Withdrawal of a request for special event will pay \$40.00 per hour of actual time spent by the Fire Marshal or designee. The fee does not include any safety requirements such as fire extinguishers, mediation of fire hazards, evacuation lane improvements, required safety training of event personnel, etc., or other work required by the conditions of the permit.

Site Plan

Provide Site Plan:

Items Site Plan Must Contain:

- Locations of structures, temporary structures (tents, inflatable), maze or facility/operation designed to confuse or hide exit(s)
- Emergency Access
- Entrances and Exits
- Parking
- Fire Hydrant(s) within 1000'
- Places of refuge from severe weather and how many people can use (one person per square yard)
- Cooking locations
- Amusement ride locations
- Fire extinguishers
- Distance to forest/wildland
- If Alcohol allowed: Location(s)



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- Locations of overnighting (if personnel or guests are allowed to sleep on premises)
- RV parking
- Fuel or other hazardous materials storage (fuel over 10 gallons)

Any other items that the Fire Marshal, Douglas County Sheriff, or Douglas County OEM requires.

Site plan must be provided to agencies no later than two (2) weekdays prior to event meeting with interested parties so that final approval of site plan is made prior to meeting. To avoid delays, it is highly recommended that Site Plan is submitted well before the two (2) weekday minimum.

Evacuation Plan

Provide an Evacuation Plan:

Evacuation Plan will be completed in conjunction with the Larkspur Fire Marshal and may include requirements from the Douglas County Sheriff and/or the Douglas County OEM.

Items Evacuation Plan Must Contain:

- A minimum of two exits (more based on number of people will be required)
- List of who is responsible to help with evacuation (cannot include Fire/EMS or Law Enforcement personnel).
- How personnel are to be trained in the evacuation plan (will be required training by the Larkspur Fire Marshal and included in permit fee).
- Evacuation plan cannot impede response of emergency personnel.



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Evacuation plan must be provided to agencies two (2) week days prior to event meeting with interested parties so that final approval of evacuation plan is made prior to meeting. It is highly recommended that the Evacuation Plan be submitted well before the two (2) day minimum.

Event Personnel Training

- Event personnel (depending on size and location of event) are required to be certified in CPR.
- Event personnel (depending on size and location of event) are required to attend a fire extinguisher class provided by Larkspur Fire Protection District and scheduled by Larkspur Fire Protection District (included in permit fee).
- Event personnel are required to attend an evacuation plan training provided by Larkspur Fire Protection District and scheduled by Larkspur Fire Protection District (included in permit fee).
- Event personnel are required to attend any training required by the Douglas County Sheriff's Department and/or Douglas County Office of Emergency Management.

All training must be completed by the required number of personnel prior to the event. Any extra training sessions required, due to attendance issues, are at the expense of the event host/organizer and at a \$45.00 hour rate paid in advance as an addendum to the Permit.

Event Meeting

- The Event Meeting will be scheduled no sooner than one (1) week prior to special event.
- The meeting will consist of ensuring that Event Data, Site Plan, and Evacuation plans are up to date and finalized.



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- At the meeting, insurances will be made that any requirements by the Larkspur Fire Protection District, Douglas County Sheriff, and Douglas County OEM are met.
- At the meeting, inspections are scheduled for prior to event opening and during event.

- Contracts, insurance certificates, and licenses are shared for Fire, EMS, Law Enforcement, Security, and Liquor Licensing to each agency (if required).
- Scheduling of training of event personnel or certification that they have been trained to standard required by each agency (if required). Scheduling is prior to event start date.
- Event Training Plan is finalized.
- Each agency may provide what would constitute a “violation” with host/operator.
- Carnival equipment safety certifications are due at this time and inspection scheduled for after set-up and prior to event.
- Final approval of any maze or structure/operation designed to confuse or hide exit(s). No changes for those operations or structures can be made after the Event Meeting.
- Any other discussions or concerns.