



Check list Fire hazards before parties and events

Chapter		
Adress		Area
Date		

This checklist is to be filled in by the fire protection responsible of the premises in connection with the start of the event or party.

After review, the checklist must be kept in the premises and displayed at the request of the security guard when following up the self-check. Deficiencies in control may result in the event being closed.

Control points	Lack	OK
1. Fire equipment is in the intended places and is not blocked, pressure gauges show green and seals are not broken	<input type="checkbox"/>	<input type="checkbox"/>
2. Escape routes are free of loose material (inside and outside)	<input type="checkbox"/>	<input type="checkbox"/>
3. Passages in the escape routes can be easily opened without a key or other tool	<input type="checkbox"/>	<input type="checkbox"/>
4. High visibility vests are available	<input type="checkbox"/>	<input type="checkbox"/>
5. Indicative markings (marked escape routes) work and are illuminated	<input type="checkbox"/>	<input type="checkbox"/>
6. Informed about escape routes, assembly point and fire protection as well as action in the event of a fire alarm	<input type="checkbox"/>	<input type="checkbox"/>
7. The fire protection organization is documented	<input type="checkbox"/>	<input type="checkbox"/>
8. Alarm/action plan drawn up	<input type="checkbox"/>	<input type="checkbox"/>
9. Electrical outlets and connected wires are intact	<input type="checkbox"/>	<input type="checkbox"/>
10. Safe storage of wardrobe	<input type="checkbox"/>	<input type="checkbox"/>
11. Safety rules have been established	<input type="checkbox"/>	<input type="checkbox"/>
12. Knowledge of the number of people in the room, current number and maximum number	<input type="checkbox"/>	<input type="checkbox"/>

Check performed on (date)

(Name of fire protection responsible)

Filled in by security guard

Kontroll, datum och tid	Antal i lokalen	Väktare anställningsnummer



Instructions

1. Fire equipment is the extinguishing equipment that is available in the premises, e.g. hand portable fire extinguishers. Lack means that the event cannot be carried out until this is rectified.
2. Escape route means passage directly out of the premises to the open air, or to the open air through another room. Lack means that the event cannot be carried out until this is rectified.
3. Passage in an escape route means door/doors directly out of the premises to the outdoors, or to the outdoors through another premises. Lack means that the event cannot be carried out until this is rectified.
4. A high visibility vest means an orange or yellow vest/jacket specially designed for evacuation leaders. Lack means that the event cannot be carried out until this is rectified.
5. Indicative marking refers to signs or similar that indicate the route for evacuation, Indicative marking must not be covered. Lack means that the event cannot be carried out until this is rectified.
6. All safety functions must be given information. At smaller gatherings it is appropriate to inform all participants, at larger ones it is the guest's responsibility to inform themselves through existing evacuation plans in the premises. Responsible officials must be able to alert 112 and KTH security guards using a mobile phone or by other means. Lack means that the event cannot be carried out until this is rectified.
7. By fire protection organization is meant coordinated functions for fire safety during parties/events which at each occasion are responsible for a task such as fire protection responsible and evacuation leader. And that the "organization" is recorded and known by those concerned. An approved party notification is a documented fire protection organization. Lack means that the event cannot be carried out until this is rectified.
8. Alarm and action plan means a documented routine for who is to be alerted, notified in the event of a special event, e.g. fire. As well as how the data is distributed within the organizer's (chapters) organization for the party/event. Lack means that the event cannot be carried out until this is rectified.
9. Electrical outlets and connections must be checked to detect visible damage and thereby prevent risks of fire and personal injury. If the damage is of such a nature that the safety of staff and/or guests cannot be guaranteed, this means that the event cannot be carried out until this is rectified.
10. Safe storage of wardrobe means that the storage of clothes must be separated from the rest of the room, either in another room or clearly demarcated from the rest of the room. The storage of clothes must not constitute an obstacle to evacuation or prevent access to fire protection. Lack means that the event cannot be carried out until this is rectified.
11. KTH's established safety rules that must be applied as a minimum, in addition, the chapter can feel free to supplement. Lack means that the event cannot be carried out until this is rectified.
12. The Safety responsible, the fire protection responsible and evacuation leader/s have the obligation to have control over how many people are staying in the chapter hall and also be able to state the number of people to KTH security guards. They must also know the maximum number of people who may stay in the premises.



Safety rules

The following rules must be documented.

- Smoking is prohibited within and adjacent to the premises
- Open flames are not allowed, for example candles
- Flammable goods must not be handled in the premises
- Furniture and combustible material must not be placed in corridors, entrances or stairwells
- Rubbish bags and combustible material are placed in the spaces intended for these