

### PUBLIC SAFETY PERMIT APPLICATION

SUBMIT THE COMPLETED APPLICATION TO FIREPREVENTION@HILLSBORO-OREGON.GOV

A Public Safety Permit is required for all indoor and outdoor events that utilize an area or space outside of its standard use and/or if the event is being held by an organization that does not normally utilize the intended event space.

All permit applications are reviewed by the City of Hillsboro Fire and Rescue Department and subject to conditions of approval by the Fire Marshals Office.

Public Safety Permit applications <u>must be submitted a minimum of 30 days before the event</u>. Only completed applications will be considered including required layout, maps, and drawings.

### **CROWD MANAGER CERTIFICATES**

Crowd Manager Training aims to make public gatherings safer by teaching event staff how to manage crowds at events. Trained crowd managers are required by Oregon Fire Code, NFPA-1, and NFPA-101.

The code requires that an adequate number of people on staff are trained to avoid an emergency and respond appropriately if an emergency occurs. Crowd Manager certificates must be submitted with the Public Safety Permit Application or the application will be denied.

Outside of certification by Hillsboro Fire & Rescue, the only Fire Marshal-approved training is from Fire Marshal Support Services (www.crowdmanagers.com). Training is valid for 2-years from the certificate date.

### Indoor events with 500 people or more:

Two (2) crowd managers are required with one (1) additional crowd manager for every 250 people over 500 people.

#### Examples:

An event with 500 people: Two (2) crowd managers required. An event with 750 people: Three (3) crowd managers required. An event with 1,000 people: Four (4) crowd managers required.

### Outdoor events with 1,000 people or more:

Four (4) crowd managers are required with one (1) additional crowd manager for every 250 people over 1,000 people.

#### Examples:

An event of 1,000 people: Four (4) crowd managers required. An event of 1,250 people: Five (5) crowd managers required.



# **EVENT INFORMATION**

EVENT NAME:				
EVENT DATE:	START/END TIME:			
EVENT TYPE & PURPOSE:				
VENUE ADDRESS:				
BUILDING/ROOM (IF APPLICABLE):				
ANTICIPATED NUMBER OF PARTICIPANTS (INCLUDING	G ATTENDEES):			
EVENT HELD BEFORE? ☐ YES ☐ NO				
APPLICAN	T INFORMATION			
NAME: ORGANIZATION:				
ADDRESS:				
CITY:	STATE:	ZIP CODE:		
PHONE: FAX:	EMAIL:			
EMERGENCY CONTACT NAME:	PHONE:			
RETURN PERMIT BY: ☐ EMAIL ☐ FAX ☐ MAIL ☐	OTHER:			
By signing below, I certify that the information I provided is complete and accurate to the best of my knowledge. I understand that knowingly withholding information or providing false information may lead to the cancellation of the event and/or the denial of future permit applications.				
APPLICANT SIGNATURE:	DATE:			
FOR DEPARTMENT USE ONLY	PERMIT NUMBER:			
FIRE DEPARTMENT:	POLICE DEPARTMENT:			
□ N/A □ APPROVED □ DENIED	□ N/A □ APPROVED □ DEI	NIED		
DENIAL REASON:	DENIAL REASON:			

# **VENUE/FACILITY INFORMATION**

VENUE NAME:				
VENUE MANAGER:	PHONE NUMBER:			
VENUE EMERGENCY CONTACT:	PHONE NUMBER:			
	,			
EVENT ACTIVITIES				
DESCRIBE THE EVENT IN DETAIL:				
(IF APPLICABLE) DESCRIBE YOUR TRAFFIC PLAN AND ATTACH A MATTACH A				



# **EVENT ACTIVITIES (CONTINUED)**

(IF APPLICABLE) DESCRIBE YOUR PARKING PLAN AND ATTACH A MAP: A parking map describes where vehicles will be parked, entry/exit routes, emergency vehicle access, etc.		
7. pariningap account of	onery, exercises, emergence, constraints, con-	
ANY SPECIAL REQUESTS OR NEEDS? (REQUESTS MAY BE SUBJECT TO REVIEW BY LAW ENFORCEMENT)		
EMERGENCY MEDICAL SERVICES INFORMATION		
WILL THERE BE AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) ON-SITE?	LOCATION(S):	
☐ YES ☐ NO		
WILL APPLICANT PROVIDE EMERGENCY MEDICAL SERVICES (EMS) ON-SITE?	TYPE OF EMS PROVIDER(S):	
☐ YES ☐ NO LOCATION(S) — [INCLUDE ON MAP]:		

## **EVENT INCLUSIONS**

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

☐ MOTOR VEHICLES INSIDE THE BUILDING DESCRIBE:	☐ ELECTRICAL USED  DESCRIBE:
□ COOKING DESCRIBE:	☐ LIVE ENTERTAINMENT (BAND/CONCERT/ETC)  DESCRIBE:
☐ FIREWORKS/SPECIAL EFFECTS DESCRIBE:	☐ PRIVATE SECURITY DESCRIBE:
☐ <b>HEATING APPLIANCES</b> DESCRIBE:	☐ CROWD MANAGEMENT DESCRIBE:
☐ CANDLES DESCRIBE:	☐ WEAPON SALES/DEMONSTRATIONS DESCRIBE:

## **EVENT INCLUSIONS (CONTINUED)**

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

☐ <b>OTHER OPEN FLAME</b> DESCRIBE:	☐ SOUND AMPLIFICATION DESCRIBE:
☐ ALCOHOLIC BEVERAGES  DESCRIBE:	☐ FOR-PROFIT EVENT DESCRIBE:
DESCRIBE.	DESCRIBE.
USE OF:  TENTS DESCRIBE:	
☐ CANOPIES DESCRIBE:	
☐ FLAME-RATED TENTS/CANOPIES DESCRIBE:	
FLAWIE-RATED TENTS/CANOPIES DESCRIBE.	
☐ OTHER DESCRIBE:	



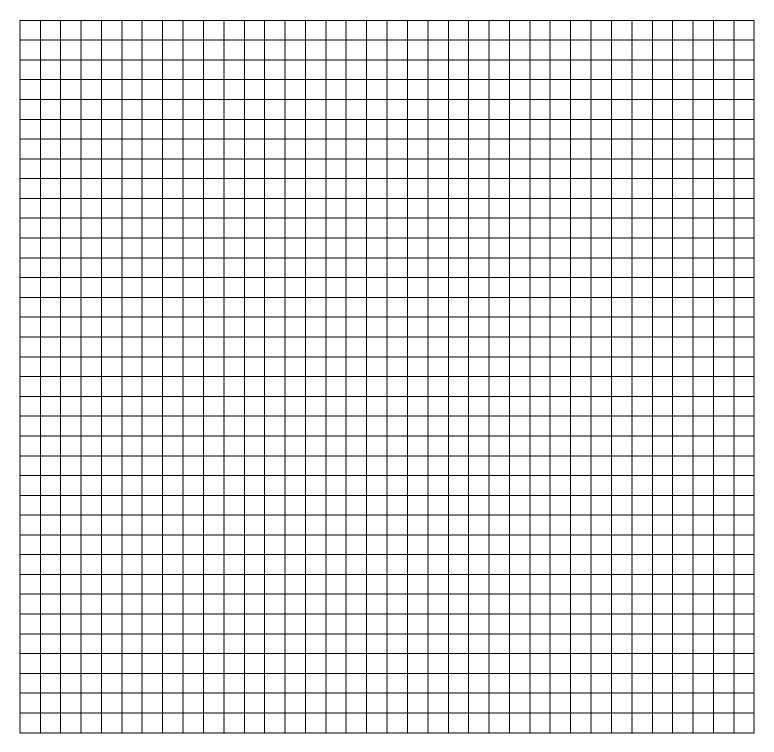
## **EVENT INCLUSIONS (CONTINUED)**

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

DECORATIVE MATERIALS ON:
□ WALLS DESCRIBE:
☐ CEILINGS DESCRIBE:
CELENTOS DESCRIBE.
□ OTHER DESCRIBE:

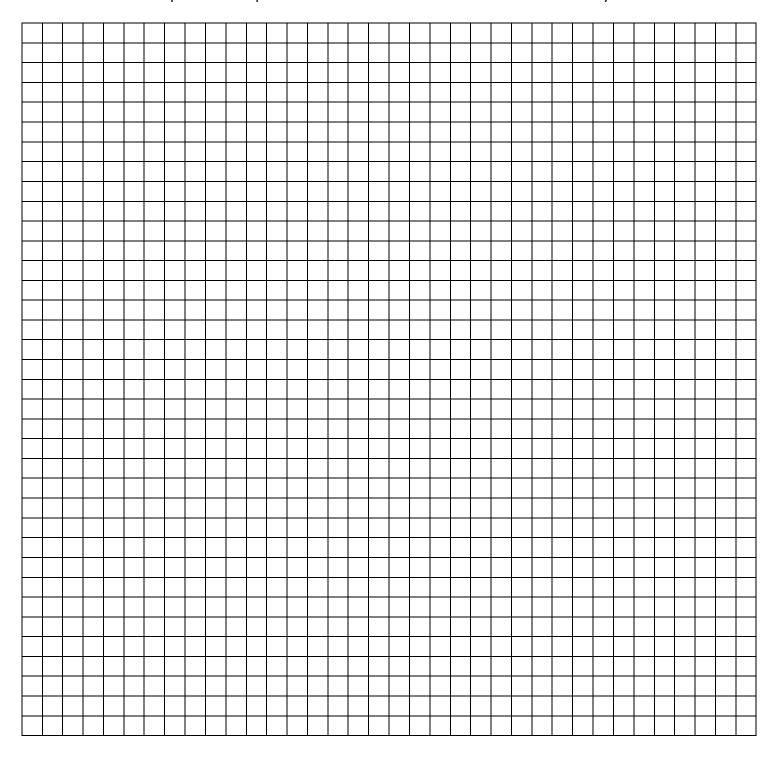
### **EVENT LAYOUT**

Please include a basic floor plan including, but not limited to, tables, chairs, displays, exits, fire extinguishers, manual fire alarm boxes (pull stations), fire alarm panel, etc. Also, note if the building does not have some of these features and if the building is equipped with a fire suppression (sprinkler/hood) system. Include any additional electrical sources (extension cords, power strips, and generators), structures (stages, fencing), etc.



## **TRAFFIC MAP**

Please provide a map and details about how traffic will flow in and out of your event.



## **PARKING MAP**

Please provide a map and details about where guests and participants will park for your event.

