



Somerville College  
Internal Event  
Fire Safety Plan

Known Information	Details
Client: Eg /Department / Society Hosting Event	
Event name	
If a lecture please state (The name the speaker & nature of talks)	Name of Speaker: Topic:
Day & Date of event	
Time – Start / Duration / End	
Event manager (Please print name) (Person in attendance & responsible)	
Location to be used	FAH/BWR - MTC - CHAPEL (Please delete as appropriate)
Number of persons attending	(Delete as appropriate)
	Known attendees with list of names - Yes / No Somerville College Attendees only - Yes / No Open invite to general public - Yes / No
Guests with special needs or disabilities (please detail assistance required)	
Number of event assistants present  Appointed Fire Marshalls (1 appointed per 50 persons, with a minimum of 2 present at any time)	<i>The event manager must ensure that they have sufficient assistants present to appointed as fire marshals to facilitate a successful evacuation of all persons.</i>
Description of event  <i>Including any activities that may increase the risk of a fire occurring or change evacuation strategy for the building and compromise exits.) (eg. Alcohol, music, filming equip etc)</i>	
Event Manager (Named above)	<i>Signature:</i> <span style="float: right;"><i>Date</i></span>
<b>Somerville Office staff (Only)</b>	<b>(Please return completed form to the Bursary/Events Office)</b>
Catering & Conference Manager  Dave Simpson	<i>Signature:</i> <span style="float: right;"><i>Date</i></span>
Lodge Manager (College Fire Coordinator)	Additional Comments/Information
Mark Ealey	<i>Signature:</i> <span style="float: right;"><i>Date</i></span>

**This form is to be used as a guide and is not exhaustive. All relevant information in connection with fire safety of an event should be submitted attached to this form.**