



Somerville College
Internal Event - Fire Safety Plan

Known Information	Details
Client: Student Body / 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 Organizer (Please print name) (Person in attendance & responsible)	
Location to be used	FAH/BWR
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 organizer/s 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 Organizer (Named above)	<i>Signature: _____ Date _____</i>
Somerville Office staff (Only)	(Please return completed form to the Bursary/Events Office)
Lodge Manager (College Fire Coordinator)	Additional Comments/Information
Mark Ealey	<i>Signature: _____ Date _____</i>
Dave Simpson Catering & Conference Manager	
Dave Simpson	<i>Signature: _____ Date _____</i>
Deans Office (Representative of Deans Office)	
Name -	<i>Signature: _____ Date _____</i>

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.