

A2. Drawing Submission Requirements

A2.8. Event proposal submissions

A2.8.1. Event organizers proposals and drawings shall comply with the **Table A.2.6.** for the event approval.

Table A2.6.: Event Proposal Submissions

ITEM	REQUIREMENTS
1. EVENT PROPOSAL LETTER	<ul style="list-style-type: none"> i. Event organizers shall prepare a NOC request letter stating the following. <ul style="list-style-type: none"> a. Nature of the event and activities. b. Location of the event c. The date and duration of the event d. Number of people attending the event e. Involvement of cooking, cooking gas, flame shows, pyrotechnics, laser shows, flammable materials etc.
2. EVENT PROPOSAL DRAWINGS AND LAYOUTS	<ul style="list-style-type: none"> i. Event organizers shall prepare event proposal layouts and drawings on A2 size, COLOURED hardcopy as follows. See Figure A.2.6. <ul style="list-style-type: none"> a. A satellite image, highlighting the location of the event-1 page. b. Master plan showing the layout of the event, showing road approaches, fencing, gates, area etc. 1 page. c. A detailed event layout plan—2 pages MAXIMUM, showing the following <ul style="list-style-type: none"> c.1. Actual event area with dimensions. c.2. Seating arrangements if any, with chairs and tables. c.3. Grandstand arrangements if any, with isles and sections. c.4. Number of exits, exit gates, exit doors with dimensions and exit signs. c.5. Stage if any, with dimensions and elevations. c.6. Locations of fire extinguishers. c.7. Locations of food and beverages stands, kiosks and food trucks. c.8. Locations of cooking arrangements, location of cooking gas, BBQ etc. c.9. Locations of first aid kits. c.10. Locations of portable power generators. c.11. Locations of Police, Ambulance and Civil Defence vehicles. c.12. Locations of 'Assembly Points'. d. Where the venue has fire fighting and fire detection systems available, same shall be shown –1 page
3. ADDITIONAL DOCUMENTS	<ul style="list-style-type: none"> i. Event proposals shall be attached with additional documents as follows. <ul style="list-style-type: none"> a. For cooking gas usage, Civil Defence approval for LPG installations. b. For flammable gas usage, Civil Defence approval for LPG/Flammable gas installations. c. For tents and membrane structures event décor and installations, material test certificates for tent fabrics, membranes, etc. d. For flame shows and pyrotechnics, equipment test certificates and operator qualifications and certifications.

A2.8.2. Event organizers shall comply with minimum requirements for the Fire and Life Safety as per **Table A.2.7.** for the event arrangements.

A2.8.3. Event organizers shall comply with their responsibility in accordance with latest edition of **UAE Fire and Life Safety Code of Practice, Chapter 18. Section 2.21.**

Table A2.7.: Minimum Fire and Life Safety requirements for Events

ITEM	REQUIREMENTS
1. NUMBER AND SIZE OF EXITS	<ul style="list-style-type: none"> i. Minimum width of each exit shall not be less than 1.5 m. ii. There shall be minimum of 2 exits, REMOTELY LOCATED, if the total number of people in the event do not exceed 500. iii. There shall be minimum of 3 exits, REMOTELY LOCATED, if the total number of people in the event is between 501 to 1000. iv. There shall be minimum of 4 exits, REMOTELY LOCATED, if the total number of people in the event is between 1001 to 2000. v. There shall be minimum of 6 exits, REMOTELY LOCATED ON OPPOSITE SIDES, if the total number of people in the event exceeds 2000.
2. HANDRAILS AND GUARDS	<ul style="list-style-type: none"> i. Guards shall be provided at the open sides of exitsways which exceeds 760 mm above the floor or grade below. ii. Height of the guard shall be not less than 1065 mm from the base surface to the top of guard. iii. Handrails shall be provided on both sides of Stairs, Spiral Stairs, Ramps, Bridges, steps etc. iv. Handrails should be within 865 mm - 965 mm from the surface of the tread.
3. ILLUMINATION	<ul style="list-style-type: none"> i. The entire event area shall be well illuminated during the entire duration. ii. Continuous illumination shall be provided for exits, exitways, exit corridors, exit stairs, ramps, aisles, escalators, walkways leading to publicways. iii. Minimum illumination shall be of of 1 ft-candle (10.8 lux) for floor and walking surfaces. iv. Minimum illumination shall be of 10 ft-candle (108 lux) for stairs. v. Photoluminescent markings shall be provided to exits and exitways.
4. EMERGENCY LIGHTING	<ul style="list-style-type: none"> i. Emergency Lighting System shall be provided throughout the event area. ii. Emergency Lighting shall be capable of functioning for not less than 3 hours in the event of failure of normal lighting. iii. Emergency Lighting shall serve in case of Interruption of normal lighting, public utility and outside electrical power supply. iv. Emergency Lighting shall provide initial illumination that is not less than an average of 10.8 lux and at any point not less than 1.1 lux, measured along the path of egress at floor level.

Table A2.7.: Minimum Fire and Life Safety requirements for Events

ITEM	REQUIREMENTS
<p>5. EXIT SIGNAGE</p>	<ul style="list-style-type: none"> i. Approved Exit Signs and directional signs with a directional indicator showing the direction of Exit travel shall be installed throughout the area. ii. Exit Signs shall be easily visible from any direction of exit access. iii. Sign placement shall be within rated viewing distance of 30 m. iv. No decorations, furnishings, or equipment that impairs the visibility of a sign shall be permitted.
<p>6. PORTABLE FIRE EXTINGUISHERS</p>	<ul style="list-style-type: none"> i. Portable fire extinguishers in compliance to latest edition of UAE Fire and Life Safety Code of Practice, shall be provided along normal walking paths of exitways and exits, near stages, cooking areas and at 30 m intervals. ii. All the Portable Fire Extinguishers shall be fully charged and ready for use in case of an emergency.
<p>7. OTHER SAFETY REQUIREMENTS</p>	<ul style="list-style-type: none"> i. LPG systems shall not be installed without Civil Defence approval. ii. Flame shows, pyrotechnics shall not be conducted at events without Civil Defence approval. iii. Events shall not be held without Civil Defence approval and inspection. iv. Events organizers shall request for inspection from Civil Defence prior to the event commencement. v. Events organizers shall request for Standby fire trucks and Civil Defence personnel where it is required by the Civil Defence operations department. It is event organizers responsibility to verify with Civil Defence operations department. vi. Smoking and Shisha shall be permitted only at designated areas.
<p>8. EVENT ORGANIZERS RESPONSIBILITY</p>	<ul style="list-style-type: none"> i. Event organizers shall comply with their responsibility in accordance with latest edition of UAE Fire and Life Safety Cde of Practice, Chapter 18. Section 2.21.

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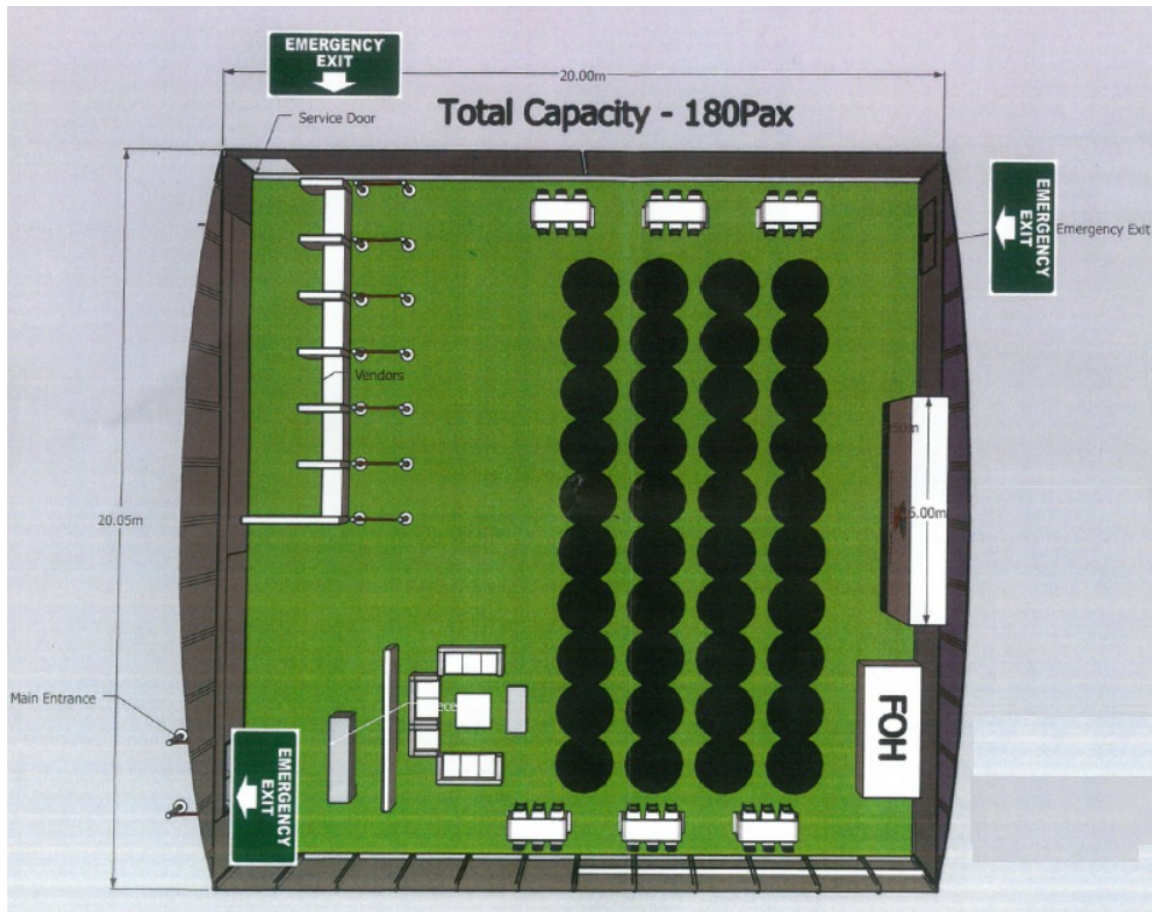


Figure A2.6.: TYPICAL EVENT PROPOSAL SUBMISSION

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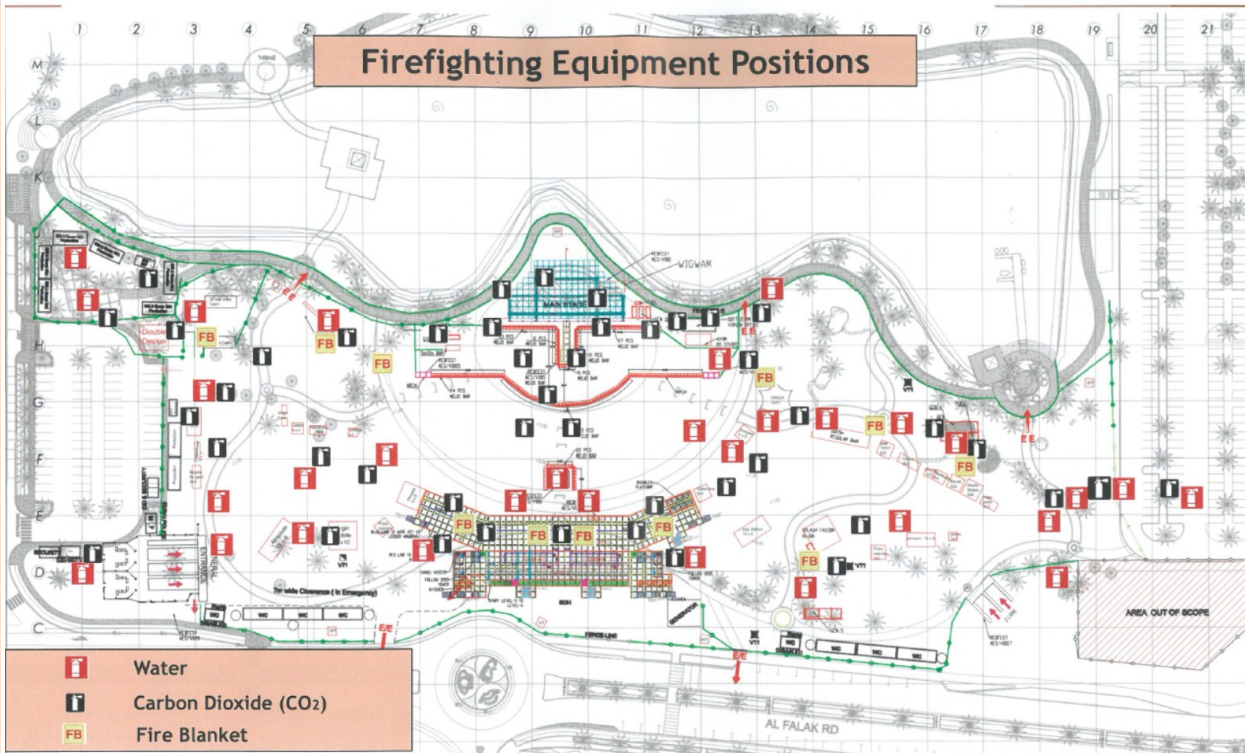
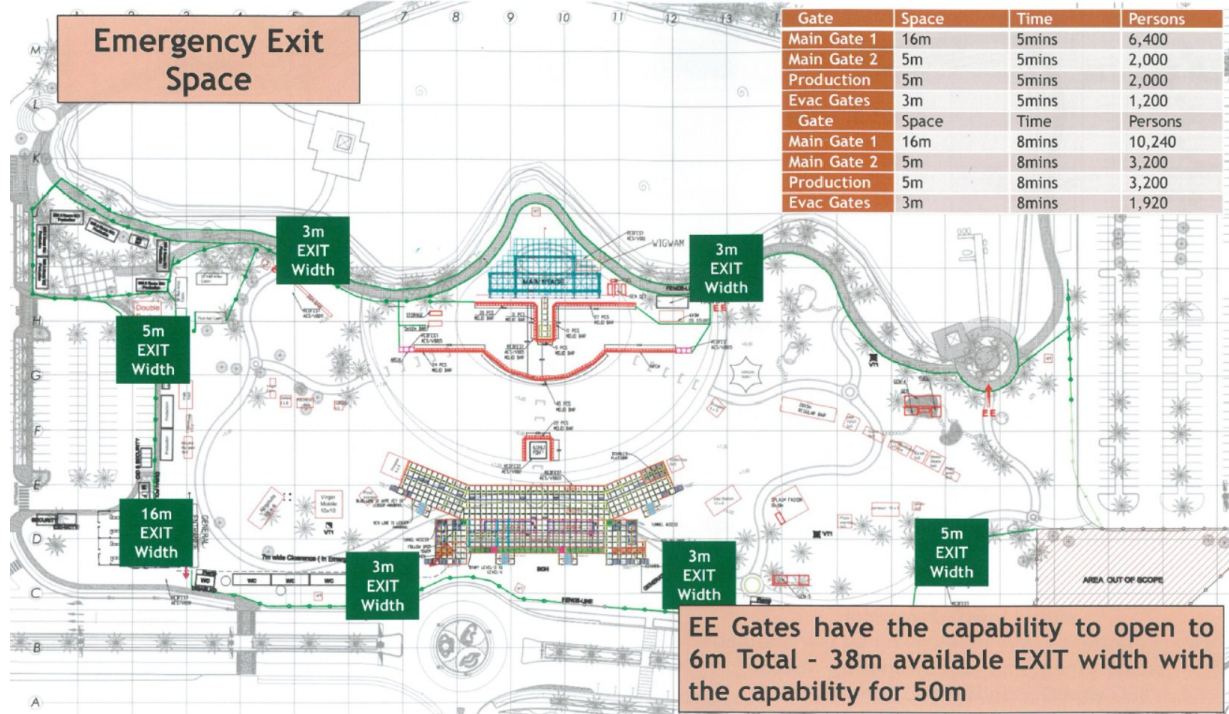
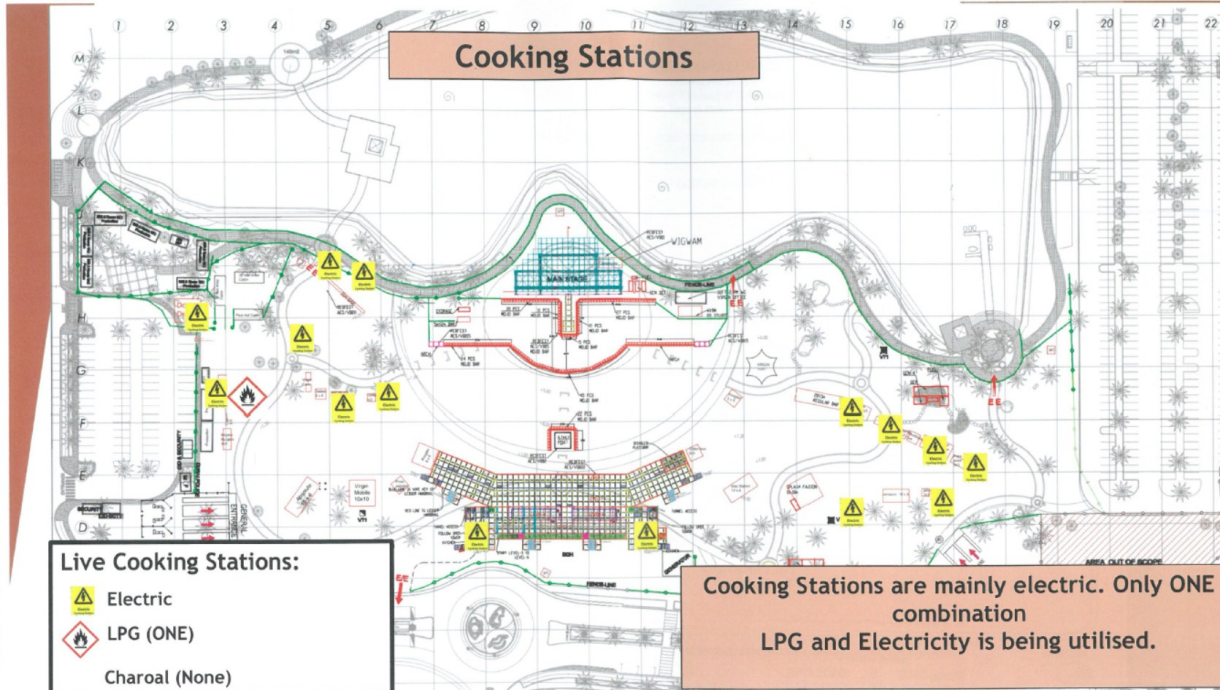


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Assembly Points/Evac Perimeter Cordon

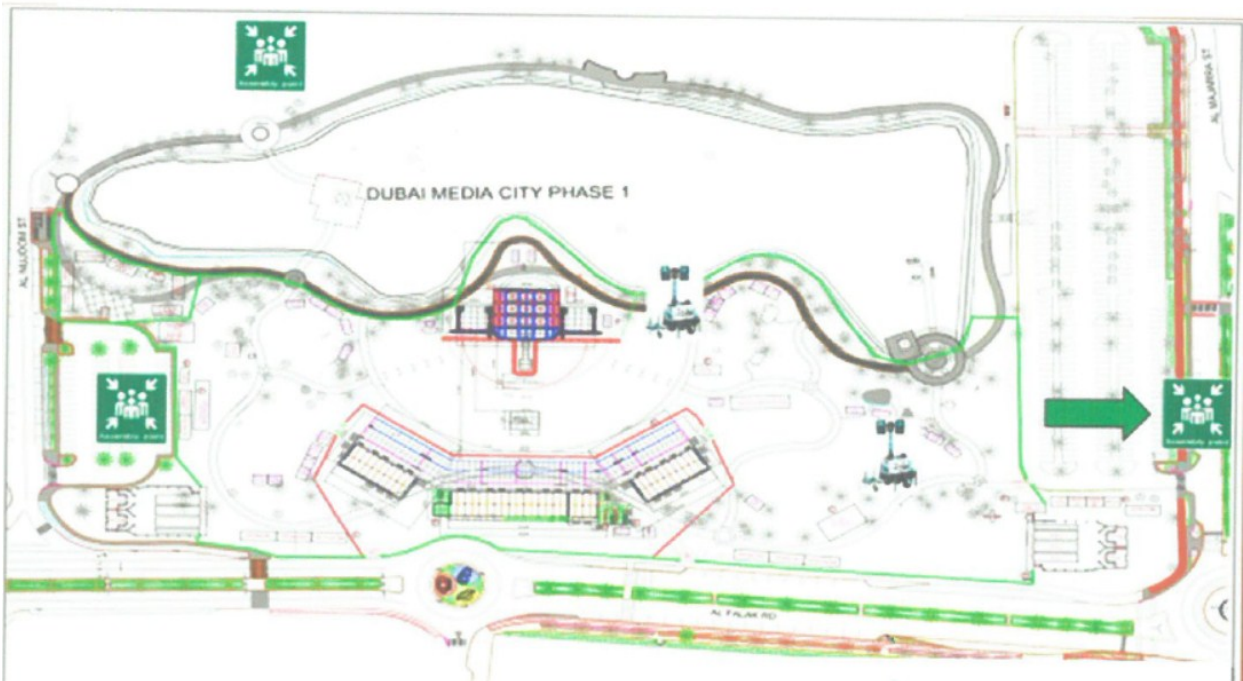


Figure A2.6.: TYPICAL EVENT PROPOSAL SUBMISSION