

East Dundee and Countryside Fire Protection District

Emergency Plan for Assembly Events

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As Fire Marshal for the East Dundee Fire District, I am providing this **Emergency Planning Guide for Assembly Events** to assist event organizers, venue operators, and safety personnel in fulfilling the requirements outlined by the **International Fire Code (IFC)**.

In accordance with the IFC, an emergency plan is required to be developed and submitted for any assembly occupancy where the anticipated attendance or nature of the event may pose a life safety risk. This guide is intended to help ensure compliance with that requirement while promoting thorough planning, coordination, and execution of emergency procedures for large gatherings such as concerts, sporting events, festivals, religious services, and similar assemblies.

This guide includes critical planning components such as:

- Evacuation procedures and exit access
- Fire protection and suppression strategies
- Coordination with local emergency services
- Medical response planning
- Crowd management and control measures
- Severe weather protocols
- Emergency communication systems and responsibilities

This guide must be completed and **submitted** before event approval. It ensures that all stakeholders have a shared understanding of the emergency protocols and that all safety requirements are met before occupancy.

I encourage all involved parties to use this guide as a compliance tool and a proactive safety resource. If you require assistance in completing it or have questions regarding the specific requirements of your venue or event, don't hesitate to get in touch with me directly.

Thank you for your cooperation and continued commitment to public safety.

Respectfully,

Marc Quattrocchi
Fire Marshal

This form is required for all public assembly events and must be submitted in compliance with the 2021 International Fire Code (IFC). Complete all required fields. Incomplete forms may delay event approval.



Quick Tips:

- Submit at least 2 weeks before the event.
- Label all maps and safety equipment clearly.
- Assign and train Crowd Managers (1 per 250 attendees).
- Prepare a backup communication plan.
- It may be filled out digitally.

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1. GENERAL INFORMATION

Event Name:	
Event Location/Address:	
Property/ Business Owner Name:	Property/ Business Owner Phone:
Dates(s) of Event:	Anticipated Attendance (Peak):
Event Start Time:	Event End Time:

Event Description:

2. AUTHORITY & COORDINATION

Event Coordinator Name:	
Event Coordinator Email:	Event Coordinator Phone:
Fire Safety Officer Name:	
Fire Safety Officer Email:	Fire Safety Officer Phone:

Primary Communication System:

Backup Communication System:

Communication Coordinator Name:

Communication Coordinator Email:

Communication Coordinator Phone:

3. FIRE PROTECTION & LIFE SAFETY SYSTEMS

Sprinkler System Location:	
Fire Alarm System – Panel Location:	
Fire Extinguishers- Quantity:	Fire Extinguisher Type:
Emergency Lighting Provided:	Exit Signs Provided:
Voice / PA System Type:	Voice / PA System Location:

4. OCCUPANT LOAD & CROWD MANAGEMENT

Calculated Occupant Load:	
Maximum Occupancy Posted:	Number of Crowd Manager Required:
Crowd Manager Name:	
Crowd Manager Email:	Crowd Manager Phone:
Crowd Manager Name:	
Crowd Manager Email:	Crowd Manager Phone:

5. EMERGENCY EVACUATION PLAN

Evacuation Maps created:

☐ Yes

☐ No

Evacuation Maps posted:

☐ Yes

☐ No

Assembly areas identified:

☐ Yes

☐ No

Assembly Area Locations: _____

Evacuation announcements prepared:

☐ Yes

☐ No

Accessibility plan for disabilities:

☐ Yes

☐ No

Staff trained in evacuation procedures:

☐ Yes

☐ No

Date of Staff Training: _____

6. EMERGENCY MEDICAL SERVICES

First Aid Station Location: _____

AED Location: _____

EMS Provided:

☐ Yes

☐ No

EMS Provider Name: _____

EMS Provider Phone: _____

7. FIRE DEPARTMENT ACCESS

Fire lane obstructed:

☐ Yes

☐ No

Fire lane signage provided:

☐ Yes

☐ No

Fire Hydrant within 400 feet:

☐ Yes

☐ No

Closest Fire Hydrant location: _____

8. USE OF OPEN FLAMES / HAZARDOUS MATERIALS

Open Flame Use Description:

Cooking Appliances:

Type	Location

Pyrotechnics:

☐ Yes

☐ No

Permits Secured:

☐ Yes

☐ No

Hazardous Materials Present:

☐ Yes

☐ No

Hazardous Materials:

Type	Location

9. TENTS & STRUCTURES

Tents over > 400 sq ft:

☐ Yes

☐ No

Tent Permit acquired for tents over > 400 sq ft:

☐ Yes

☐ No

Tents:

Type	Size	Quantity

Flame Rating labels present:

☐ Yes

☐ No

10 ft separation between non-cooking tents:

☐ Yes

☐ No

20 ft separation between cooking tents and all other tents and structures:

☐ Yes

☐ No

10.PRE-EVENT INSPECTIONS

Inspection Requested Date:	Inspection Requested Time:
Inspector Name:	
Fire Marshal Name:	
Fire Marshal Email:	
Fire Marshal Phone:	

11.DOCUMENT LIST

☐ Site Plan:

☐ Crowd Manager Certificates:

☐ All required permits:

☐ Evacuation Plans:

☐ PA Announcements:

12.PUBLIC SAFETY PLAN – IFC SECTION 3106.4

Event Description:

Risk Assessment:

- | | |
|---|--|
| <input type="checkbox"/> Environmental Risks | <input type="checkbox"/> Flooding / Water Hazards |
| <input type="checkbox"/> Extreme Weather (e.g., heat, storms) | <input type="checkbox"/> Fire Hazards (e.g., dry brush nearby) |

Safety & Security Risks

- | | |
|---|--|
| <input type="checkbox"/> Large Crowd / Crowd Control Issues | <input type="checkbox"/> Alcohol or Drug Use |
| <input type="checkbox"/> Unauthorized Access | <input type="checkbox"/> Inadequate Lighting |
| <input type="checkbox"/> Aggressive Behavior / Violence | |

Operational Risks

- | | |
|--|--|
| <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Communication Breakdown |
| <input type="checkbox"/> Power Outage | <input type="checkbox"/> Lack of Trained Staff |

Medical Risks

- | | |
|--|--|
| <input type="checkbox"/> Potential for Injuries (falls, burns, etc.) | <input type="checkbox"/> Insufficient First Aid Coverage |
| <input type="checkbox"/> Heat Exhaustion / Dehydration | |

Other Risks

- | | |
|--|--|
| <input type="checkbox"/> Transportation / Parking Congestion | <input type="checkbox"/> Accessibility Issue |
| <input type="checkbox"/> Hazardous Materials | |

Event Type:

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> Public | <input type="checkbox"/> Outdoor |
| <input type="checkbox"/> Private | Other: _____ |
| <input type="checkbox"/> Indoor | |

Crowd Behavior Expectations:

- ☐ Casual
 - Individuals in the crowd mind their own business
 - Individuals maintain their privacy and isolation
 - Does not affect individuals' behavior profoundly
- ☐ Expressive
 - Shows Emotion
 - Has a leader or a focus of attention that influences crowds
- ☐ Active
 - Involved Physical activity and a specific goal
 - Tend to have a lot of influence on the values and behaviors of individuals
 - Can become an aggressive mob or a riot
- ☐ Conformity
 - Interested in situations where a person would act against their instincts and insights to conform to a group

Crowd Control Plan:

Emergency Evacuation Plan:

Evacuation Routes Confirmed:

- ☐ Yes ☐ No

Evacuation Map Attached:

- ☐ Yes ☐ No

Weather Contingency Plan:

Are there Shelter-in-Place options?

☐ Yes

☐ No

If Yes, Where?

PA Script Prepared:

☐ Yes

☐ No

PA Script Attached:

☐ Yes

☐ No

Medical & First Aid Arrangements:

Are AEDs Available & Present:

☐ Yes

☐ No

Are ambulance access points identified on the site plan?

☐ Yes

☐ No

Lost Child Protocol in Place:

☐ Yes

☐ No

Have the local Police Jurisdiction been advised of the implementation of their required procedures?

☐ Yes

☐ No

Number of Staff Present: _____

Incident Command Post Location (determined by the Fire Marshal): _____

13.SIGN.OFF

I hereby certify that the information provided in this Emergency Plan for Assembly Events is complete, accurate, and prepared in accordance with the provisions of the **2021 International Fire Code (IFC)**, as adopted and amended by **East Dundee Ordinance No. 2024-O-01**.

I understand that failure to comply with applicable fire and life safety regulations may result in enforcement actions, including but not limited to:

- Suspension or revocation of event permits,
- Cancellation of the event, and/or
- The issuance of citations, fines, or other penalties in accordance with **Section 112 – Violations** of the International Fire Code and applicable local ordinances.

I further acknowledge that I am responsible for implementing the provisions of this plan and ensuring that all assigned personnel are properly trained and equipped to execute the emergency procedures outlined herein.

By signing below, I affirm that I am authorized to submit this plan on behalf of the event organization and accept full responsibility for its execution and compliance with all relevant fire code and safety requirements.

Authorized Representative:

Print Full Name: _____

Title/Position: _____

Organization Name: _____

Signature: _____

Date: _____

Fire Marshal Signature: _____

Date: _____