

**UCSF EH&S Fire Marshal
OFFICE OF THE STATE FIRE MARSHAL**



UCSF SPECIAL EVENTS APPLICATION*

This form must be completed to ensure that Special Events conform to California Fire and Life Safety standards. Please include a site plan with a detailed description of the proposed event, location, proposed tables, chairs, booths, dance floors, location of fire extinguishers, fire alarm pull stations, and exits and path of travel to these exits. Email completed form to the UCSF State Fire Marshal for review at timothy.brey@ucsf.edu.

Event Type, Sponsor, and Proposed Location: _____

Event Date and Time:

Estimated Number in Attendance:

Contact Person, Phone number and Email Address:

Designated individual responsible to perform Fire Watch if required: _____

Other Comments:

Fire Watch may be required for individual specials events. Please refer to the Office of Environmental Health and Safety [Fire Prevention Program](#) for the definition of a Fire Watch. Individuals that are designated to perform a fire watch must complete the UCSF [Fire Safety Training](#) located at UC Learning.

Fire watch personnel must ensure the following: paths of emergency egress remain clear, event occupancy limits are not exceeded, On-going surveillance for fires within the established event area is performed, designated fire watch is not permitted to perform any other duties, fire watch personnel are familiar with facilities and procedures for sounding an alarm in the event of a fire, fire watch personnel are trained in the use of a fire extinguisher, adequate fire extinguishers are readily available, notification of occupants to evacuate when there is a fire in the building, pull the fire alarm pull stations in order to release door holders, close smoke dampers, and shut down fans.

