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Safety department/Fire and Rescue

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## Memorandum of understanding

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Title/Subject

The fire safety document of World Scout Jamboree 2011

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# Fire protection plan WSJ 2011



22<sup>nd</sup> World Scout Jamboree Sweden 2011  
22<sup>ème</sup> Jamboree Scout Mondial Suède 2011

*Simply Scouting*  
*Simplement du Scoutisme*

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## 1. How to act in an emergency situation

- ❑ **HELP/RESCUE** those in danger.
- ❑ **WARN** those nearby.
- ❑ **INFORM the Emergency Control Centre (ECC) xxx-xx xx xx.** The Swedish emergency number **112** is, of course, also available.

When you speak to ECC, tell them...

- who you are.
  - where you are calling from.
  - what has happened.
  - where the accident happened. Remember the unit site number!
- ❑ **ACT** if possible but do not put yourself at risk.
  - ❑ **MEET** the rescue personnel and show them the way.

## 2. How to act in situations that are not emergencies

- ❑ **CONTACT your closest health centre, Subcamp Centre or xxx-xx xx xx**

At the campsite there are three (3) health centres and one medical centre. If you are hurt but are able to, please go to the nearest Health Centre. If you are not able to go there by yourself, contact the Emergency Control Centre and they will help you. There will also be strolling stewards who can help you to the nearest health centre and inform the ECC in case of an accident.

The town centres on the camp site will be open 24 hours a day and you will be able to call the ECC from there if there is an emergency. The Emergency Control Centre and the strolling steward patrols will also operate 24 hours a day.

### 3. Rules regarding fire

#### 3.1. General information about fires

- Never leave a fire unattended. The person who lit the fire is also responsible for putting it out properly.
- The lighting of fires on the campsite is allowed in stoves made for fire wood fires.
- The surface underneath a wood fire should be of non-combustible material.
- The stoves should be placed within three metres from the “unit site road”.
- The distance from the stove to tents for sleeping should be at least eight (8) metres. The distance to storage tents should be at least four (4) metres.

#### 3.2. Fire Places

Open fire is allowed in assigned fireplaces.

The fireplace should be properly marked with stones around the whole fireplace.

At each fireplace there should be at least one bucket with water and gloves.

#### 3.3. Tents

Paraffin lamps or heaters, LPG or spirit burners etc. are not allowed in sleeping tents because of the risk of fire from flammable materials. Naked flames are also forbidden in sleeping tents.

In every unit site there should be at least...

- 4 buckets filled with water.
- 1 blanket (wool or fire blanket).
- If available, one fire extinguisher (powder)

## 4. Safe storage and handling with flammable liquids/LPG

### 4.1. The LPG (Liquefied Petroleum Gas)

- Where LPG is used, there should be a person responsible for safe usage.
- Make sure that LPG-canisters, hoses and burners are in good order before the camp and before you use them.
- No spare canisters should be stored in the unit site. An exchange system for LPG-canisters will be arranged within the camp.
- If LPG burners are used in tents and canisters are placed inside, the tent must have at least two (2) sides open at all times (even at night).
- If all sides of the tent are closed LPG-canisters must be placed outside.
- The canisters should be standing upright at all times.
- The distance between a LPG-canisters and an open flame should be at least four (4) metres.
- The area where the LPG-canisters are placed should be marked with the warning label, see Figure 1 and Appendix 1.



Figure 1: Warning label for Liquefied Petroleum Gas (LPG)

### 4.2. Transportation

The transport of fuel to, and within, the camp must follow the Swedish rules and legislation. Fuel and flammable liquids must be transported inside the campsite with care and under adult supervision. "With care" means that when transporting LPG-canisters, they should be firmly wedged upright on a transportation cart. The same applies when returning empty bottles.

### 4.3. Gas Point

The gas point will be located slightly outside the campsite for fire safety reasons. The manager of the LPG-point will appoint a fuel supervisor. Empty gas-canisters will be brought to the gas point and be exchanged for full ones.

## 5. Fire safety organization at the Jamboree

In this section we will describe the organization of fire safety in the campsite and how fire prevention will operate. It's important for you to understand our fire prevention arrangements and how we can help you with your fire prevention. Swedish law requires everyone who runs a business/activity to be aware of the risks related to the activity.

### 5.1. Towns and Subcamps

The site is split into four towns, three towns are assigned for participants and unit leaders, the fourth town are assigned the IST (International Service Team) and is called Spring. In the three towns for the participants there will be a town centre, subcamps, unit sites for the contingents and different meeting points etc. In each town there will be a patrol of strolling stewards, responsible for fire fighting as their part-time job. Their equipment consists of a cart with fire extinguishers, fire blankets and first aid kits. The stewards will be reachable 24 hours/day through the ECC.

To ensure that the campsite is safe, it is important that we build it according to the regulations described in this document, which are based on Swedish legislation. If the campsite is built in this way, we will be able to eliminate many risks from the beginning.

### 5.2. Unit site

The unit sites will be equipped with fire blankets and water buckets. They can be used to minimize the damage in case of fire.

- A group of 40 people will be assigned an area for sleeping and cooking, called unit site.
- At each side of the unit site, except on the street side, there will be a three meter wide safety zone to the next unit site i.e. 1,5 metre at each side of the "border".
- Distances between tents;
  - The safety distances apply to the tents canvas, which means that guy lines are allowed within the safety zone and in the area between tents.
  - Big tents (tents for more than eight (8) persons) must be at least six (6) metres from other big tents. Distance between big and small tent must be at least three (3) metres.
  - Small tents should be at least three (3) metres apart. If the area assigned is insufficient to follow the safety regulations, because of too many small tents, clustering them permits shorter distances.
  - Small tents can be grouped so that a total of eight (8) persons live in the cluster. The safety distance to the nearest tent or cluster should then be three (3) metres.
  - With clusters, the key is to arrange the doors to the tents so that people can evacuate without difficulty.

Between tents that are solely used for storage, the safety distances can be shorter.

- The cooking area should be sited within three (3) metres from the unit site street. The distance between the cooking area and the nearest sleeping tent should be no less than eight (8) metres.

- Tents must not be linked together with a flysheet to build a dining shelter for example; this is to reduce the risk of fire spreading rapidly.

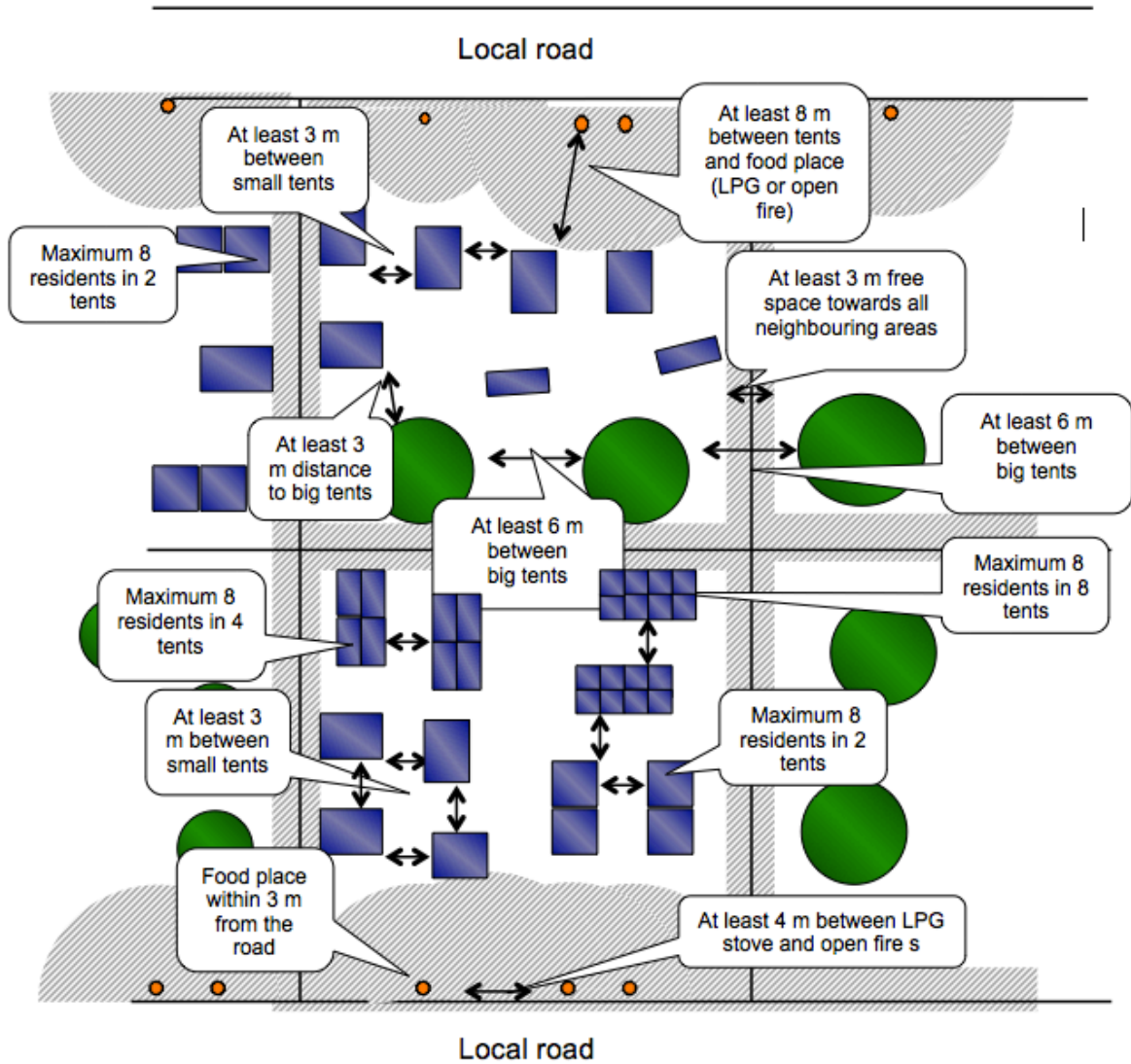


Figure 2: The picture shows different ways to arrange the tents and food-places in the unit sites.

### 5.3. Spring

Spring will be the town for the International Service Team (IST), and will be built up in the same way as the rest of the camp. There will not however be any type of cooking in Spring. Regarding tents, the same rules apply as for the unit site (see the previous section).

### 5.4. Caravans in Spring

- In caravan area open fire is prohibited
- Caravan parking is allowed in special areas in WSJ. Caravans with connected tents should have a distance of minimum six (6) metres. Tents for sleeping and caravans shall have a distance of minimum six (6) metres.
- Caravans shall be placed with the trailer hitch towards the local road. The local road shall have a minimum width of six (6) metres.
- Caravans carrying LPG canisters and stoves shall be equipped with fire alarm, gas alarm and fire extinguisher. The owner of the caravan is responsible for control and quality of the LPG installation. Container for LPG canisters shall be easy to open and they shall be unlocked.

### 5.5. Arrangements of caravans in Spring

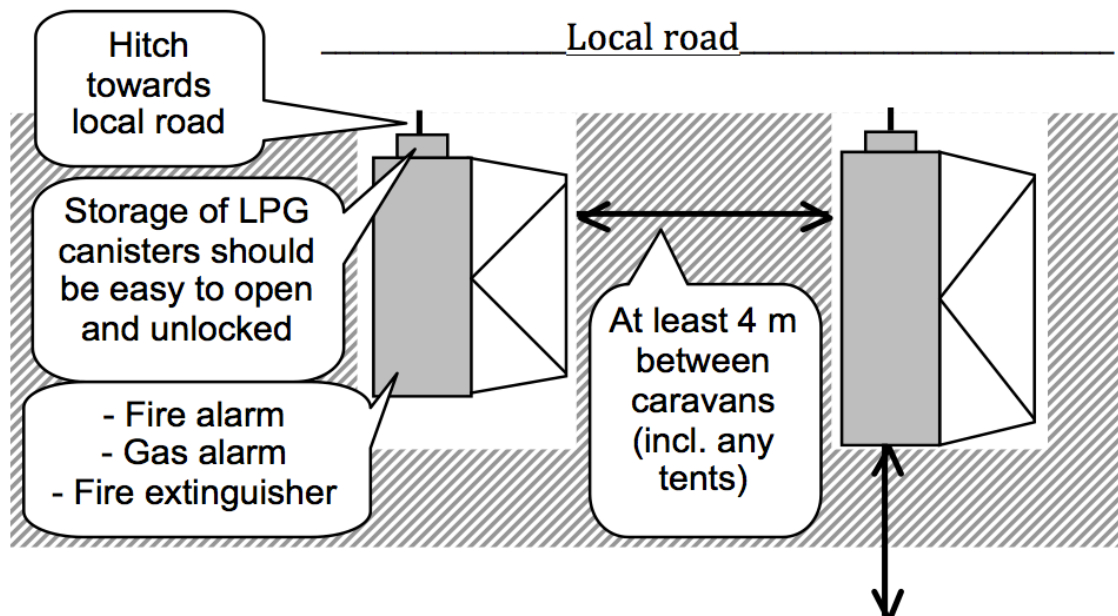


Figure 3: The picture show the arrangements of caravans

## **6. Safety equipment on program and activity sites**

The following safety equipment should be available at all program and activity sites:

- First aid kit
- Cell phone/walkie-talkie to inform the ECC in case of emergency.
- On program and activity sites where there are fires there must also be:
  - A water-filled bucket or fire extinguisher
  - A fire blanket for extinguishing fires in clothes

The program or activity leader must make sure that this equipment is available on site.

## 7. Guidelines for tents used for gatherings

These guidelines apply to people responsible for planning activities in any tents used for gatherings on site during the jamboree. By tents for gatherings we mean all tents that are used for activities, food houses, performances etc. The guidelines do not apply to storage or distribution tents etc. Be aware that a gazebo or canvas shelter is, in these guidelines, also classified as a tent.

During the camp tents of different sizes will be used for gatherings and activities. The sections below give examples of required levels of fire prevention needed for your activities.

**Keep in mind that if you are responsible for an activity in a tent you are also responsible for the safety. If you have any questions, you can contact the Safety Department/Fire and Rescue for advice and help.**

### 7.1. Organization and responsibilities

The requirements in this document must be met and you must setup an organization that can handle an emergency such as fire. This should be a part of your risk assessment and include:

- The people responsible for the activity
- Emergency procedures such as:
  - evacuation procedures
  - procedures for power cuts
  - procedures for sudden illness etc.
- Daily safety checks, use the checklist at 7.5

### 7.2. Rules for tents for gatherings

#### 7.2.1. General for all gathering tents

- LPG-stoves or equivalent can be used in the Food Houses and the restaurant in Spring (the IST town) when lack of electricity capacity or other conditions makes this the only option. These stoves must have some kind of self-turning off system when not ignited, or a gas detection that will alarm in case of gas leakage. The canisters must be stored outside in a well-protected area, beyond the reach of public. Also see point 5 about handling gas.
- Open fires are generally prohibited.
- Paraffin lamps and lanterns are allowed under supervision.
- Paraffin heaters, spirit stoves etc. are **NOT** allowed in the gathering tents.
- All tents for gatherings, which exceed 50 m<sup>2</sup>, must have at least one fire extinguisher (powder 6 kg). These are included when ordering tents.
- The distance to a fire extinguisher should not exceed 25 metres.
- Fire extinguishers must be easy to see and placed close to sales counters, stages etc.

### 7.2.2. Small tents (<150 people)

- If there are two emergency exits in opposite directions, tents for gatherings planned for < 150 people can be clustered. This placement is possible if it is required by the activity, or if there is lack of space.
- The safety distance should be three (3) metres for small gathering tents and also applies for clustered small tents.

### 7.2.3. Large tents (>150 people)

- The canvas of tents designed for more than 150 people must be certified. A copy of the certificate must be available for inspection by the local fire brigade. The tent owner should provide the document.
- Large pieces of fabric in bigger tents should be impregnated to make it fire-resistant. A certificate describing the fabric's fire retardant properties should be available.
- The safety distance between big tents for gatherings must be at least eight (8) metres.

## 7.3. **Evacuation safety**

The width of exits and passageways should be based on the maximum number allowed in the tent. Each exit should be at least one (1) metre wide, in tents intended for more than 150 people. The emergency exits should then be increased by one (1) metre per 150 persons. Passageways leading to exits should be the same width throughout the tent.

The number of exits should be adjusted to the number of people in the tent;

<b>Tent size</b>	<b>Minimum number of exits</b>
Less than 600 people	2
600-1000 people	3
More than 1000 people	4

The organizer of activities in the tent must estimate the number of people who will be in the tent. The estimate can be calculated on the basis of the number of seats, activity etc.

### **Estimation guide;**

<i>Standing/dancing</i>	2,5 persons/m <sup>2</sup>
<i>Seated</i>	Number of seats or 1 person/m <sup>2</sup>
<i>Tents for sales/exhibitions etc</i>	0,5 persons/m <sup>2</sup> standing area

Exits should be placed as far apart as possible, but the distance to the closest exit should never exceed 30 metres. Tent exits must not be laced shut, as that will hinder any evacuation. If necessary, exits can be closed with Velcro.

### 7.3.1. Tents that will be used during the day

For tents that are only used during the day, as long there is natural light in the tent, the following emergency exit requirements apply;

- Emergency exits requirements are as above. Remember that exits can not be laced.
- Emergency exits must be indicated with self-luminous emergency exit signs.

### 7.3.2. Tents for >150 people, with activities but excluding dancing/concerts etc.

These rules apply to tents for program activities, i.e. cafes, for more than 150 people, with the exception of activities like concerts, discos etc. The responsible person in each tent must implement the following;

- Emergency exit requirements are as above. Remember that exits can not be laced.
- Emergency exit signs and the illumination can be one of the following;
  1. Exits marked with illuminated emergency exit signs with battery backup. Remember that the signs should be visible throughout the tent.
  2. Exits marked with self-luminous emergency exit signs. The emergency lights could then be the permanent lightning with a separate power source. For example there could be one or more spotlights connected to a generator or car battery.

### 7.3.3. Tents for >150 people, with activities like discos/concerts etc.

These rules apply for tents intended for more than 150 people for activities like discos, concerts etc. The leader in each tent must implement the following;

- Emergency exit requirements are as above. Remember that exits can not be laced.
- Exits marked with illuminated emergency exit signs with battery backup. Remember that the signs should be visible throughout the tent.
- Emergency lights must be permanent lightning with a separate power source. For example there could be spotlights connected to a generator or car battery.
- Those working in the tent are responsible for notifying people inside of any emergency.

## 7.4. **Supervision**

All tents, buildings and sheds used for gatherings, residence and central functions (kitchen, food supply etc.) will, during the pre-camp, be inspected by the local fire brigade along with representatives from the Safety Department. The inspection will cover the rules in this document.

### **7.5. Daily checklist for anyone responsible for a gathering tent**

The person responsible for an activity must complete the checklist below before the activities start in the tent.

The idea with the checklist is that the ISTs working in the tent will also go through the list. This is to ensure that everyone knows where everything is and understands how things are arranged to prevent fires and make any evacuation easier.

Check that;

- Fire extinguishers are in place
- Medical equipment is in place
- Emergency exits are easy to open. They must not be laced!
- Emergency exits are clear of obstructions etc.
- Passageways to emergency exits are kept clear
- Emergency exit signs are illuminated. Make sure illuminated signs are properly positioned.
- Lanterns and paraffin lamps are only used under supervision
- Everyone in the tent has completed and understands procedures for handling emergencies
- Emergency lights are working

## 8. Cabins and Containers

During the jamboree cabins and containers will be used in many different purposes.

### 8.1. Cabins

#### 8.1.1. Single cabins for activities (not sleeping)

There is no need for emergency exit signs in a single cabin meant for activity. If the activity requires some kind of electrical equipment that could start a fire there must be a fire detector placed in the ceiling and there must also be a fire extinguisher placed near the cabin (at a distance < 25 metres). Safety distance between two single cabins or a single cabin and a tent should be at least three (3) metres.

#### 8.1.2. Cabins in clusters

A number of cabins can be put together to build one unit, big enough for the activity. In the cabin cluster there must be at least two separate emergency exits indicated with self-luminous signs. Distance between two clusters of cabins or between one cluster cabin and a gathering tent should be at least eight (8) metres. Distance between a clustering of cabins and a single cabin should be at least three (3) metres.

#### 8.1.3. Cabins for sleeping

In cabins where persons are going to sleep:

- There must be fire detectors placed in the ceiling in every cabin to warn all sleeping persons.
- There must be at least two emergency exits. In a single cabin the window is the second emergency exit.
- There must be fire extinguishers placed close to all the emergency exits.
- If there are more than 10 beds in the sleeping unit the exits must be marked with illuminated emergency exit signs with battery backup.

### 8.2. Containers

Containers made of steel are generally very safe and the risk of a fire spreading from or to a container is low. There are however some safety distances that must be followed.

#### 8.2.1. Containers in Clusters

Containers for storage where there is no risk for fire can be clustered. The distance between clustered containers and a tent or cabin must be three (3) metres.

#### 8.2.2. Containers for storing equipment with risk of fire

Containers with equipment that could cause a fire (i.e. electrical equipment connected to 220 V) must have a safety distance of three (3) metres to any other tent, cabin or container.

#### 8.2.3. Containers for storing flammable goods

If bigger amounts of flammable goods is planned to be stored in a container you must contact Safety department, section Fire and Rescue for consultation and advice.

## 9. Contact information

If you have any questions before the camp, please e-mail [contingent.support@worldscoutjamboree.se](mailto:contingent.support@worldscoutjamboree.se) and they will help you with your questions.

## Appendix 1

