

WASHINGTON UNION STATION (WUS) SPECIAL EVENTS STANDARD PROCEDURES

Authorization of “Standard” Events

Introduction

The Special Events Standard Procedures provides a clear outline of the documentation required for review by the AHJ to approve event layouts and operational procedures. A primary objective is to “pre-approve” a number of “standard” arrangements simplifying the process of review and approval for these “standard” individual events.

The Special Events group should identify specific “standard” arrangements they wish to have pre-approved and provide full documentation as detailed in the International Fire Code, Fire and Emergency Medical Services (EMS) Requirements and the Emergency Preparedness Requirements. Separate plans are required for differing numbers of occupants, differing seating plans and if separate areas are to be used in combination. The Special Events group should select the areas, numbers of occupants and seating plans they wish to consider. The plans and other documentation shall be prepared, signed and sealed by a Fire Protection Engineer who is licensed in the District of Columbia.

These event plans shall be used in conjunction with the already established evacuation and emergency plans at Union Station. Special event plans shall be reviewed by station management to see if any special event plan would cause any negative impacts to the existing evacuation and emergency plans including limiting access to exits. The existing evacuation and emergency plans shall be updated as required to accommodate special events.

Organization

This document is arranged as a checklist that identifies the documentation required for submission to the AHJ. Some individual items on the checklist include references to more detailed information in the International Fire Code. The International Fire Code shall be utilized in developing the documentation required for submission. Some elements required by the Fire and Emergency Medical Services section of the International Fire Code requirements may be included in the existing Union Station emergency and evacuation plan.

The Checklist lists other entities at Union Station who shall be given timely notice of special events that may change the normal pedestrian flows through Union Station.

Review Process

FRA AHJ will receive plans submitted by USRC who will review the plans for operational issues before submitting the plans to FRA. USI will submit their approved plans to USRC.

FRA AHJ will issue a response to the submitted plan within 14 calendar days to USRC. If multiple plans are submitted simultaneously additional review time should be anticipated.