

Emergency Safety Plan Guidelines

Premises with Occupant Loads based on 0.55m² (6 square feet) Space per Person or Less

These guidelines will assist liquor service licensees to understand emergency safety plan requirements and develop emergency safety measures for their premises with occupant loads based on a calculation of 0.55m² (6 square feet) of space per person or less.

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) will set the maximum capacity for a licensed premises based on the occupant load issued by the municipality or the authority having jurisdiction (e.g., Office of the Fire Commissioner).

The LGCA recognizes that public safety is at increased risk in licensed premises due to the influence of liquor and other factors (e.g., music, dim lighting). Licensed premises with occupant loads based on a calculation of 0.55m² (6 square feet) of space per person or less are subject to additional review based on submission of their emergency safety plan to the LGCA. A licensee must submit a detailed emergency safety plan for review before the LGCA will authorize a maximum capacity for a premises with this occupant load.

The objective of an emergency safety plan is to be prepared in the event of an emergency (e.g., fire, violence, electrical outage). The plan is intended to protect the safety of customers, staff, and others in licensed premises, and to prevent and/or minimize harm to the public.

Emergency safety plans must identify procedures and other requirements that you will adopt for your premises to provide a safe environment. This includes reasonably addressing safety and security protocols, staff training, security personnel, security equipment, lighting and sightlines, customer management, emergency plans, disorderly conduct in and around the premises, weapons, and other general safety and security issues.

These guidelines are intended to help you understand emergency safety plan requirements and develop safety measures for your licensed premises.

Individual licensed premises may differ in many ways (e.g., size, location, layout, operation) and each emergency safety plan will reflect the uniqueness of the premises. The best way to manage hazards and risks is to start by identifying and understanding the challenges and vulnerabilities specific to your licensed premises. This will help you decide what type of emergency safety plan you need to develop; and/or what emergency safety improvements you need to make.

In all cases, licensees must be diligent to:

- carry out adequate risk assessments and put suitable measures in place to manage identified risks, even when they are not of your making or are outside your direct control;
- conduct prompt and regular reviews of risk assessments and measures considering new threats or developments; and
- put in place proper procedures and competent staff to deal with identified risks.

You should consider the following four primary areas when developing your emergency safety plan:



1. **Identification of potential risks to your licensed premises.** These risks must be specific to your premises and operational practices. Examples include, but are not limited to:
 - dealing with a fire in your premises;
 - dealing with an electrical outage;
 - dealing with disorderly or violent customers in and around your premises; and
 - dealing with increased crowd density within areas of your premises.
2. **Identification of measures to reduce the risks.** Examples of these safety measures may include, but are not limited to:
 - adequate signage;
 - use of emergency lighting;
 - use of surveillance cameras;
 - door controls;
 - security staff and equipment such as photo identification machines or metal detectors;
 - adequate light and sightlines
 - documented exit strategies for quick evacuation; and
 - detailed plan for controlling crowd density and flow within your premises.
3. **Ensuring the proper execution of your detailed emergency safety plan through training and monitoring.** Examples include, but are not limited to:
 - detailed procedures for staff to ensure a safe environment;
 - creating incident logs and ensuring all incidents are followed up on;
 - a training program for staff; and
 - processes for monitoring staff.
4. **Review of your emergency safety measures and rehearsal of your detailed emergency safety plan.** This includes:
 - regularly reviewing your plan to ensure that it remains accurate, workable and up-to-date.
 - modifying your plan to take into account any changes to your premises (e.g., physical layout, staff, information and communication systems, revised health and safety needs).
 - ensuring your staff are all aware of the safety measures with regular communication to ensure they understand and commit to the need for emergency safety measures and that safety and security are seen as part of everyone's responsibility, not merely something for security experts or professionals.

Your emergency safety plan should detail how you think about risks and mitigation strategies for your specific licensed premises. You may want to include additional information such as floor plans, or any other information that will help the LGCA understand your plan.

Independent companies are available to conduct a safety audit of your licensed premises. Consider using such a company to assist you with developing an emergency safety plan or to review your existing plan.

Should you have questions on developing your detailed emergency safety plan, please contact your LGCA inspector at (204)927-5300.

