

**PORTUGAL IS CALLING.  
FOR YOU.  
FOR EVERYONE.**

[www.portugalchama.pt](http://www.portugalchama.pt)



Information intended for managers and produced on the basis of ADAI, ICNF and ANEPC technical contributions. For more information, contact the institutions in question and consult the applicable legislation.

INPUT AND TRANSLATION BY ASSOCIAÇÃO SAFE COMMUNITIES PORTUGAL.

**PORTUGAL IS CALLING:  
IF YOU ARE ORGANISING  
A FESTIVAL, ORGANISE  
THE EMERGENCY PLANS.**



Portugal is one of the countries with the highest forest cover in Europe and is a favourite destination for nature-loving holidaymakers. It is vital that we appreciate what these spaces offer us and take care of their worth. To this end, Turismo de Portugal and AGIF have joined forces to raise awareness among tourism companies and tourists with a view to preventing rural fires and safeguarding people and goods.

**Read this leaflet carefully.  
It will make all the difference.**



- Draw up self-protection measures and submit them for approval, pursuant to Decree-Law 220/2008, of 12 November.
- Remain in permanent contact with the various emergency services, such as the Autoridade Nacional de Emergência e Proteção Civil (National Authority for Emergency and Civil Defence), the Bombeiros (Fire Brigade and Ambulance Service) and the Proteção Civil Municipal (Municipal Civil Defence), to ensure that all civil defence procedures are well coordinated.
- Appoint safety delegates and subdelegates to take charge internally of the civil defence materials.
- Ensure good communications between all areas of the festival and between all members of staff
- All members of staff, including volunteers, should be easily identifiable as such (by wearing high-vis vests, for example) so that any instructions they give in the event of fire will be more credible and be obeyed by the public.



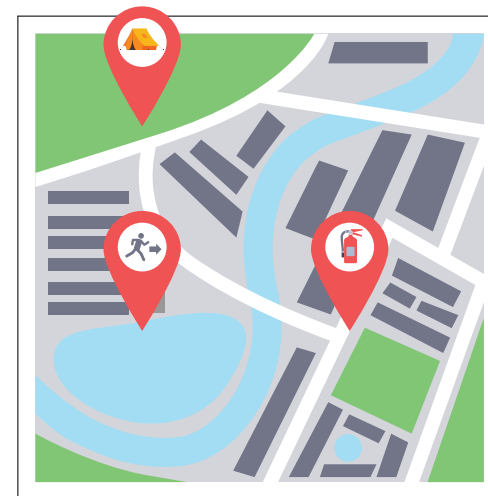
# TRAINING AND INSTRUCTION FOR STAFF



**All festival staff must know how to respond in all sorts of emergency situations, since the self-protection measures are based on their response.**

- The emergency procedures during the stages of setting up and dismantling the festival venue are completely different to those during the time when the festival is actually taking place. This means that staff training must be differentiated and appropriate to each stage.
- Since the various functions at a festival are diverse in nature, training must be adapted accordingly. For example, training for someone assigned to a camping area or car park will necessarily be different to that required for someone who is providing stage support.
- Define each staff member's role in the event of fire or assembly/evacuation in advance and make sure they know what they are supposed to do. Take into account any shift rotations. Volunteers should be assigned to the least demanding tasks.
- Check that every member of staff is familiar with the plan of the venue, the prevention and emergency procedures and all of the other self-protection measures in place for the festival.

- If it is difficult to provide the volunteers with face-to-face training because they will be arriving later, arrange to give them training ahead of time by using a distance-learning system.
- Affix a poster detailing the flow of emergency procedures, respective responsibilities and other relevant information in a place that is frequently used by the staff.
- At least during the period of preparation for the festival, information about the estimated risk of fire, along with the weather forecast, should be affixed in an appropriate place; this will allow for better planning of the work to be done.
- If there is a large contingent of foreign staff who do not speak Portuguese, the instructions should be made available in English and/or other languages depending on the nationality of the staff in question.
- As close as possible to the start of the festival, simulations should be carried out so that the staff can assimilate the emergency procedures.



## FESTIVAL-GOERS



**Information on prevention and emergencies will not "scare" the festival-goers; rather, it will raise their awareness about the subject and give them peace of mind, since they will realise that their safety is being taken seriously by the festival organisers.**

- Post the most important information about prevention and emergencies on a dedicated space on the festival website and at the place where admissions are logged or tickets are sold.
- If you are distributing any informative materials (e.g. flyers, plans of the venue, etc.), highlight a section dedicated to fire safety and include relevant information on the subject (warnings, rules, emergency contact numbers, etc.); on the plan of the venue, include the locations of the "emergency points", such as meeting points, emergency exits, fire extinguishers, landmarks (e.g. WC, stages, restaurants), etc.
- Assign a reference, such as a number or a letter, to the emergency points and landmarks so that they are easier to identify if an alarm is raised; and include information about the emergency contact numbers too.
- Supply pocket ashtrays that smokers can use for their cigarette ends (e.g. <https://biataki.org>). These can also be used for marketing purposes.

- Provide all of the information in Portuguese, English and, ideally, other languages depending on where the majority of the festival-goers are expected to be coming from.



# FIRE PREVENTION



## MANAGEMENT OF FOREST COMBUSTIBLES:

- In addition to the interior of the venue, ensure the management of combustibles (e.g. grass, bushes and trees) in the surrounding area, pursuant to the legislation in force. This is because fires outside the venue can be a significant danger.
- Pay particular attention to areas with lots of accumulated foliage, dead and dry vegetation and continuous lines of bushes and woodland.
- Create a peripheral belt at least 3.5 metres wide around the venue to provide access for heavy emergency vehicles.
- Clear combustibles from strips of land inside the venue so that heavy emergency vehicles are able to circulate; these strips can also serve as defensible spaces in the event of fire.

## PARKING AREAS FOR CARS AND CAMPER VANS:

- It is acceptable for pathways to have dried combustibles (grass) to help keep down dust, but the vehicle parking areas must be clear of combustibles or, if this is impossible to achieve, any combustibles must not exceed a height of five centimetres or must consist of green lawns and be treated to ensure they remain that way.

- Create strips that allow heavy vehicles (>3.5m wide) to circulate and which divide the parking area into sectors, organising the space in such a way as to ensure fluid traffic flow even in the event of evacuation; create areas where heavy vehicles are able to do U-turns.

## USE OF FIRE AND COOKING:

- Forbid the lighting of fires for recreational or leisure purposes or for cooking except in areas specifically assigned for the purpose and duly signposted and identified on the plan of the venue; lighting fires is not permitted in critical areas (i.e. patches of grazing land, bushes and trees as described in Decree-Law 124/2006 of 28 June) in rural spaces during the critical fire period or on very high or maximum risk days outside this period. On these days, this information must be affixed on the infrastructure intended for fire-lighting; ensure the rules are complied with by closely monitoring the areas most likely to be used for such activities, including camping areas.
- Create areas where people can cook and provide equipment such as rocket stoves or other equipment that ensures low-intensity fire and a reduction in the release of incandescent particles; these areas must be permanently monitored and the surroundings taken care of to avoid ignition. If barbecues are installed, the chimneys must be fitted with anti-spark nets. Restrict the use of gas bottles to ones with a smaller capacity (e.g. <4 kg); ideally, the use of any gas equipment (>20g) should be forbidden.
- Place extinguishers along the pathways and signpost them with flags that are at least two metres tall.

## **CATERING:**

**In the event of evacuation or assembly, the catering services may have an important role to play in the distribution of food and water.**

- Check that all of the catering establishments are complying with the legal requirements and have extinguishers and fire blankets enabling them to act rapidly in the case of fire.
- Make sure that the employees have been given training on the prevention and emergency procedures – since this is rarely the case, the festival organisers may arrange for this training to be given.
- Make sure that packaging and other waste items are deposited in an appropriate place and that they are not piled up in such a way as to reach high temperatures.

## **CAMPING AREA:**

- Create sectors in the camping area separated by wide pathways that will limit the area of any incident and allow for faster and safer evacuation. If the pathways are narrow, are not clearly signposted or are not monitored, there is a considerable risk that people will pitch tents on them.
- Make sure that plenty festival staff members are permanently on duty in this area to organise the space, make sure people obey the rules, monitor the area and take immediate action if an incident occurs.
- Place extinguishers along the pathways in clearly visible spots and spaced

appropriately to enable rapid intervention.

- Do not smoke or light candles inside tents or caravans.

## **STREET VENDORS (sales of handicrafts, clothing, etc.):**

- Divide this area into sectors in such a way as to allow the fire brigade and ambulance services access. Normally these areas contain large amounts of combustible materials; the stalls and the stallholders' vehicles and tents are close together and the stallholders cook there.
- If the wings of this area are closed to the public, make sure that they can be easily evacuated, by knocking down the fencing, for example.
- Forbid risky acts such as lighting candles to make the space more appealing.
- Require each vending space to have at least one functioning extinguisher in the sales area.

## **STAGES:**

- If there are any performances involving fire, discuss the prevention methods with the ANEPC, the fire brigade and the person in charge of the show.

## **WORK YARDS AND TECHNICAL SUPPORT AREAS:**

- Do not accumulate highly inflammable materials in the work yard; rather, keep them separate, alternating the areas used to store them with spaces for non-inflammable materials or others with low combustibility.

- Keep volatile substances such as paint, varnish, solvents, liquid fuels, etc. out of sunlight and away from heat sources.
- Ensure that rubbish (e.g. plastic, paper, waste wood, etc.) is removed regularly to avoid the accumulation of combustible materials.
- Rubbish bins for use by the public should always have an extinguisher alongside them and a properly identified recipient to be used for cigarette ends.
- More hazardous equipment, such as electricity generators, must be isolated from the public and properly and visibly signposted (e.g. No Smoking).
- Step up self-protection systems (e.g. extinguishers) in more hazardous areas.

## FIRE PREPAREDNESS



- Create assembly places taking into account the potential occupancy of the festival space; in the event of fire, evacuating the festival-goers is rarely the best course of action so assembly and containment must be planned in great detail.
- If there are people who have presented themselves as having physical limitations or health problems (e.g. difficulty breathing), they must be easily contactable to enable a selective evacuation process to be implemented, in the event of fire.
- Materials for use in fire-fighting must not be exposed to flames; for example, plastic water pipes must be buried underground.
- Inspect and test all fire-fighting equipment before the start of the festival.
- Get fire extinguishing balls for confined spaces. These can be useful in the case of fires in caravans, vehicles or the containers used by the production teams.
- Consider the use of complementary extinguishing materials, such as a petrol-powered motor pump and a set of hose pipes, among other devices.
- Get megaphones; these can be very useful if you have to give instructions to crowds of people.
- If it is not possible to ensure the number of fire hydrants legally required for the

characteristics of the venue, request one or more fire brigade teams to be on-site permanently throughout the festival. These teams should be assigned strategic positions that will enable rapid intervention.

- Whenever a legal requirement is unable to be met, contact the ANEPC representative or the municipal civil defence services to discuss possible alternative measures. Festivals are often held in places where plenty of water is available and this could be an advantage.

## IN THE EVENT OF FIRE



- Call the emergency number – **112** – immediately, even if it seems to be a small fire.
- Implement all of the previously defined procedures until such time as the emergency services arrive; they will then take control of the situation.
- Provide the commander of the emergency operations with all of the information and means requested.

