

**IS-15: Special Events Contingency Planning**  
**Job Aids Manual**



**TOILETS (CONTINUED)**

Calculating the number of toilets required for an event can be a particular challenge. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should be used only as a guide.

**Toilet facilities for events where alcohol is not available**

Patrons	Males			Females	
	Toilet s	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1,000	2	4	4	9	4
<2,000	4	8	6	12	6
<3,000	6	15	10	18	10
<5,000	8	25	17	30	17

**Toilet facilities for events where alcohol is available**

Patrons	Males			Females	
	Toilet s	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1,000	5	10	4	16	4
<2,000	9	15	7	18	7
<3,000	10	20	14	22	14
<5,000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%



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### WATER

An adequate supply of safe drinking water must be available. One guideline suggests making available 21 quarts of potable water per person per day, of which 5 quarts comprise the drinking water component. Consider event duration and location and the anticipated ambient temperature in determining the quantity of potable water required.

All water provided must be tested to ensure its potability. In areas where non-reticulated water is the only source for personal use, then consider the clarification and disinfecting of the water supply to achieve a level greater than 1 ppm residual chlorine.

Some consideration must be made to ensure that the water is safe from deliberate contamination. Placing the water supply in a secure area or having someone guard the water supply are two options available.

Appropriate access to drinking water must be available for spectators in a field or outdoor venue or at events such as "raves," where the activity produces an extreme-heat environment.

Water pressure must be adequate to provide for all normal use and for use during peak demands. Any use of fire-suppression water systems (i.e., fire hydrants) should be discouraged, or alternate water supplies must be made available in case existing supplies fail to meet demand or if the supply is rendered unsafe or unusable.

### TOILETS

Where existing toilet facilities are judged inadequate, you must make available additional portable units.

Toilet locations should be:

- Well marked.
- Near hand-washing stations.
- Well lit (including the surrounding area) if night use is anticipated.
- Serviced (including pump-out of portables) on a 24-hour schedule during the event (Vehicle access is obviously necessary).
- Located away from food storage and food service areas.
- Secured to prevent tipping.

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event
- Type of crowd
- Weather conditions
- Whether the event is pre-ticketed with the numbers of attendees known, or unticketed
- Whether finishing times are staggered if the event has multi-functions
- Whether alcohol will be consumed