

Town of Gates

Fire Marshal's Office

Special Event Regulations

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The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the Town of Gates Fire Marshal's Office.

This guidebook will also provide information regarding the fire and life safety regulations that are needed for a safe event. The Gates Fire Marshal's Office views these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

All special events require an operational permit from the Fire Marshal's Office. The application can be downloaded from the following website: <http://www.townofgates.org>. Go to Departments select Fire Marshal and Forms.

Definitions

For the purposes of this guidebook, the following definitions shall apply:

- **Cooking Booth** - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.
- **Vendor Booth** - Any booth other than a cooking booth.
- **Tent** - A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both.

Responsibilities

- **Event Sponsor** - The Event Sponsor assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.
 - The Event Sponsor shall provide a site plan to the Gates Fire Marshal showing the following:
 - The name of all streets and areas that is included in the event
 - The location(s) of Fire Department Access Lanes (20 ft. minimum width)
 - The location of stages, non- food booth vendors, food vendors and display areas
 - Location of Emergency Exits
 - A list of food vendors with the type of food and cooking method
 - The Event Sponsor shall distribute to each Vendor a copy of this guidebook.
- **Event Vendors** - Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to insure compliance with Fire and Life Safety regulations.
 - The Event Vendors shall:
 - Keep Fire Lanes, Fire Department Connections and building access clear and unobstructed
 - Be prepared for a Fire Inspection starting 2 hours prior to opening for business
 - Correct any violations prior to opening for business
 - Maintain all Fire and Life Safety requirements for the duration of the event
- **Gates Fire Marshal** – The Fire Marshal is responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The Fire Marshal shall issue correction notices if required and re-inspect to insure compliance.
 - The Fire Inspections shall include, but not be limited to the following:
 - Hot Food Vendors
 - Fire Department access
 - Access to hydrants, Fire Department Connections, and Fire Control Rooms
 - Event egress
 - Special Amusement Rides, Attractions, & Displays
 - Generators and propane tanks
 - Stages
 - Non-food vendors
 - Assembly areas/tents
 - Pyrotechnics and open flame effects

General Requirements

• Fire Hazards and/or Concerns



- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times
- Remove trash accumulations regularly
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure
- Heaters – Electric or Fuel Fired
 - Devices must be of approved type from an approved testing laboratory and labeled as such
 - A 3' clearance around all sides must be maintained at all times
 - Combustible materials shall be kept away from heat sources
 - No use of propane for cooking inside of a structure.

• Electrical Power



- Generators shall be placed only in locations approved for festival use.
- When refueling generators a 50' clearance shall maintained from any part of the event to include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled and approved by the Gates Fire Marshal.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with.

• Fire Extinguishers



- All booths must have a minimum of one 2A:10:BC fire extinguisher
- Shall be stored in a manner to be quickly accessible and kept safe from contact with
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them

• Special Amusements / Rides / Attractions



- The Gates Fire Marshal must be contacted 2 weeks prior to the event to discuss the types of attractions to be used and the requirements for use.
- Plans, specifications, & layouts of all special amusements shall be submitted to Gates Fire Marshal.
 - Plans shall detail materials used, exit locations, fire protection features, & any operating features along with the proper fees that cover the review and inspection.



- **RV Shows, Car Shows, etc**

- Provide a minimum 44" exit aisle ways as the main paths of travel.
- Provide a 44' wide crossover every 75 ft. in display area: also at each exit door location.
- Disconnect batteries in motor vehicles.
- Vehicle gas tanks shall contain only enough fuel necessary to move the vehicle.
- Only empty, unused propane tanks shall be displayed on vehicles.
- Microwaves and other cooking appliances shall be disconnected.
- Electrical services provided to vehicles shall comply with the National Electrical Code and New York State Fire Prevention and Building Code.
- Fire protection equipment shall not be obstructed.
- Fire extinguishers need to be provided. Extinguishers need a current inspection tag. In lieu of the inspection tag a receipt showing the purchase date will be acceptable as long as the purchase date is no more than 1 year from the event. Extinguishers must be rated for the equipment that is being protected at the event.

Access for Fire Department / Emergency Apparatus

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

- **Access thru the event:**



- A Fire Lane of not less that 20 feet in width and no overhead obstructions lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access /No Parking
- All existing Fire Lanes shall be enforced

- **Access to Buildings:**



- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, & walkways shall also be determined by the Gates Fire Marshal. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:
 - All exterior doors and openings
 - Fire Control Rooms
 - Fire Pump Rooms
 - Parking structures

- **Access to Water Supplies:**

- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.



- The access to the following shall not be obstructed:

- Fire Hydrants
- Fire Department Connections
- Post Indicator Valves
- OS&Y Valves
- All Fire Code sections pertaining to blocking of hydrants and connections shall be enforced



Outdoor events

Exiting Requirements



This section will address two types of events:

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access

Restricted Access Events

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures.

The number of exits, exit width, & exit spacing shall be determined and approved by the Gates Fire Marshal. Below is the minimum standards, however, changes greater or less than, shall be at the discretion of the Gates Fire Marshal.

- Number of exits:
 - A minimum of two exits shall be provided for the event.
 - Three Exits shall be provided when the site accommodates from 1,000 to 3,000 persons.
 - Four Exits shall be provided when the site accommodates more than 3,000 persons.
- Exit Spacing:
 - Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel. Additional exits shall be added if needed.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 6 feet clear width.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters
 - Exit signs shall measure no less than 18 x 24 inches
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters
 - Signs shall be placed at the top center of the exit panel

Blocked Streets

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- **Exit Placement:**
 - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- **Exit Width:**
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- **Exit Staffing:**
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- **Exit Sign / Marking:**
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters
 - Exit signs shall measure no less than 18 x 24 inches
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters

Cooking Booth Requirements



• **Construction and Location**

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2010 Edition, or be labeled with a California State Fire Marshall seal.
- All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by barriers between the devices and the public
- The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material
- Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.



- **Propane Cylinders**



- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free standing pole and strapped by one or more restraints. (Not a Tent Support)
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 5 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended service
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard)
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.

- **Special Fire Extinguisher**



- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.

Vendor Booth Requirements



- **Construction & Location**

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2010 Edition, or be labeled with a California State Fire Marshall seal.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft² with no dimension longer than 100 lineal feet.

- **All vendor booth operators shall comply with all the general requirements stated within this guidebook.**

Outdoor Tent Requirements



The following are minimum standards only and govern tents that are 10,000-sq. ft. or less in size. For tents larger than 10,000-sq. ft., a fire safety meeting with the Fire Marshal is required.

The Town of Gates reserves the right to enforce more stringent rules and regulations based upon life and fire safety hazards with each individual installation.



1. A site plan is required to be submitted for approval by the Fire Marshal. This plan shall show the location of the tent(s) and / or festival site and all adjacent tents or buildings upon the site. This plan shall show the locations of all designated emergency exits for each tent.
2. A copy of the flame resistance certificate is required for the tent(s) fabric and all other fabric(s) connected to the tent(s). The certificate will state that the fabric(s) meets the requirements of the small-scale test contained in NFPA 701. Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
3. Emergency exit openings shall remain unobstructed. Curtains shall be permitted across means of egress openings of tent walls if they are distinctly marked in contrast to the tent wall so as to be recognizable as a means of egress, installed across an opening that is a minimum of 6 feet in width, and hung from slide rings or equivalent hardware so as to be readily moved to the side to create an unobstructed opening in the tent wall.
4. A method of emergency communications, (ie: bullhorn), for occupant notification of an emergency shall be provided.
5. No hay, straw, shavings, or similar combustible materials shall be permitted within the tent(s). Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp.
6. "No Smoking" signs shall be posted in a conspicuous location in each tent or location in which smoking is prohibited. The content, lettering, size, color and location of required "No Smoking" signs shall be approved.
7. All electrical installations shall conform to the National Electrical Code, NFPA 70. Electric cords and wiring shall not be placed directly on the ground unless properly protected from physical damage, and shall be placed so as not to create a tripping hazard. All electrical receptacles shall be ground fault protected.
8. Portable fire extinguishers shall be furnished and maintained within the tent. Multi-purpose portable fire extinguishers shall be placed so that the travel distance from anywhere within the tent(s) to an extinguisher does not exceed 75 feet. In the areas allowed for cooking, a minimum of 2 - 20lb. dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate shall be required. **NOTE: Where deep fryers are in use, a Class K fire extinguisher shall be required within 30 feet of the cooking operation.** All portable fire extinguishers shall show proof of inspection within the last 12 months.
9. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.
10. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent while open to the public unless approved by the Fire Marshal.

11. Fuel fired cooking appliances shall be allowed under the following conditions:
 - All cooking appliances and their installation shall be approved by the Fire Marshal prior to their use.
 - LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy.
 - All cooking appliances shall have their own individual in line fuel shut off.
 - Portable LP-gas containers of 500 gallons (1893 L) or less capacity shall have a minimum separation between the container and structure not less than 10 feet (3048 mm). Portable LP-gas containers of more than 500 gallons (1893 L) capacity and shall have a minimum separation between the container and structures not less than 25 feet (7620 mm).
 - Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.
 - Only rubber hose stamped "APPROVED FOR L.P. GAS", or rigid black pipe shall be used to transport gas from tank to appliance. Rubber hose shall be kept off the ground and protected from damage.
 - LPG cylinders shall be shut off whenever appliances are shut off.
12. Solid fuel cooking devices, (ie: charcoal or wood), shall be allowed under the following conditions:
 - Solid fuel cooking devices shall be placed in an open area, not less than 10 feet from the tent(s) and 10 feet from all designated emergency exits.
 - Solid fuel cooking devices shall be properly supported and protected so that the public will not come in contact with the device.
 - Only approved charcoal lighter fluid shall be used to start the fire. Once the fire is ignited, the lighter fluid shall be removed from the area and stored properly.
13. The office of the Fire Marshal shall perform a fire prevention and safety inspection prior to the public occupying the tent(s).

Please contact us if you have any questions regarding these requirements or any Fire Prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.

**A Fire Safe Event
Is Everyone's Job**