
 Fire Prevention	<b>AFD Fire Prevention Division</b>	
	<b>POLICY FOR OPERATIONAL PERMITS Special Outdoor Events</b>	
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Approved By:	Cleo Hill, Fire Marshall 	
**Information acquired from the 2012 International Fire Code		

In order to increase fire & life safety for the public, the vendors, and staff at outdoor special events the following requirements shall be met:

Definitions:

- **Tent:** A structure, canopy, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or contents within.
- **Cooking Booth:** A structure (tent or other construction) where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbequing, deep fat frying, baking, broiling, boiling or steaming.
- **Membrane Structure:** An air-inflated, air supported, cable or frame covered structure.

**I. TENTS, TEMPORARY MEMBRANE STRUCTURES AND COOKING BOOTHS:**

- a. All tents, temporary membrane structures, and cooking booths used for non-open flame cooking or warming of food shall be made of flame-resistive material or treated with flame retardant in a manner approved by NFPA 701. Membrane structures or tents, including canopies, shall have a legible permanently affixed label meeting the flame propagation performance.

\*\*\*Manufacturers of tents and canopies recommend that open flames should never be used under any tent or canopy.

- b. Tents larger than 400 square ft or multiple tents with a combined aggregate of 700 square ft will require an operational permit with a detailed site plan submitted that includes:
- a. Expected occupant load.
  - b. Location and width of egress components.
  - c. Seating and/or use/content arrangement.
  - d. Emergency lighting.
  - e. Exit signage.
  - f. Number and locations of fire extinguishers.
  - g. Location and type of heating and/or electrical equipment.
  - h. Event narrative.
- c. A minimum 10' foot separation will be maintained between mobile food vehicles and any tents, canopies, structures and combustible materials.
- d. Cooking in tents is allowable if the separation of the tent to other membrane structures, cooking booths and the public, meets a minimum distance of 20' feet and non-combustible materials are placed/installed around the cooking devices.

- e. Open flame or other devices emitting flame, fire or heat, use of flammable liquids, gas, charcoal or cooking devices shall not be inside or located within 10' feet of a tent or membrane structure while it is open to the public unless approved by the fire code official.
- f. Cooking with an open flame or grease laden vapors (deep fat fryers) will be accepted under a non-combustible canopy.
- g. Cooking without grease or flame can be done under a combustible canopy so long as there is 3' feet clearance from combustibles and sidewalls.
- h. Each tent, cooking booth or membrane structure will have a minimum of (1) current and tagged, type 2A10BC rated fire extinguisher.
- i. Smoking shall not be permitted in tents, canopies, cooking booths or membrane structures. "No Smoking" signs shall be conspicuously posted.
- j. Portable heaters are not permitted inside tents. Exception: Exterior heaters that are ducted into the tent.
- k. Tents or stages shall not block access to hydrants, Fire Department Connections on any nearby buildings, nor required fire lanes.
- l. Combustible vegetation that poses a fire hazard shall be removed from the outdoor assembly area.

## **II. COOKING EQUIPMENT, COOKING OR WARMING OF FOOD**

- a. All cooking equipment shall be of an approved type and listed for use in the U.S.A.
- b. Cooking in a tent, temporary membrane structure or food booth accessible to the public is prohibited.
- c. Cooking appliances or devices that produce grease-laden vapors or flying embers shall not be used within 10' feet of a tent or membrane structure.
- d. Cooking appliances (fryers) using combustible oils shall meet the following:
  - a. A non-combustible lid, of sufficient size to cover the cooking completely, will be immediately available.
  - b. The equipment will be placed on a stable non-combustible surface.
  - c. A "Class K" portable fire extinguisher for protection from grease fires shall be provided within 30' feet of cooking equipment.
  - d. If used in conjunction with a BBQ grill the fryer will have 3' feet of separation from the BBQ grill or a minimum 8" inch steel or tempered glass baffle between a fryer and an open flame device.
- e. The warming of food using griddles or sterno may be allowed in a tent provided the heat producing device is on a non-combustible surface and a minimum of 3' foot clearance is maintained from all portions of the booth envelope and all combustible materials. Sterno will be used according to the manufacturer's instructions.
- f. BBQ grills, open flames and deep fat fryers will be a minimum of 10' feet away from any structures, tents or membrane structures and mobile food units.
- g. Charcoal grills are prohibited inside any tents or membrane structure. The following applies to cooking appliances using charcoal:

- a. Charcoal cooking will be performed only in areas away from the public, 10' feet from structures and a minimum 10' feet from cooking booths and tents.
  - b. Only commercially sold charcoal lighter fluid or electric starters may be used. No gasoline, etc., may be used at any time.
  - c. Storage of lighter fluid may not be kept in the tent/membrane structure or within 10' feet of the grill.
  - d. Coals will be disposed of in metal containers approved by the Fire Marshall. Dumping coals in trash containers is prohibited.
- h. LPG tanks not an integral part of the cooking apparatus shall have an extended hose connection to provide at least a 10' separation from the appliances or open flame.
- i. Portable LP tanks shall be secured against accidental tipping over and isolated from pedestrian traffic.

### **III. Generators/Electrical**

- a. Generators are to be separated from tents or other membrane structures by a minimum of 10' feet and protected from contact with the public.
- b. Additional fuel for generators shall be stored outside, not less than 10' feet from tents/membrane structures/cooking booths, the generator(s) and any other heat sources.
- c. Refueling generators will occur a minimum of 20' feet from tents/membrane structures/cooking booths.
- d. Electrical cords plugged directly into a generator must be GFCI at the point of connection to generator.
- e. Electrical cords can be plugged directly into a spider box if the spider box is GFCI protected.
- f. Only outdoor listed electrical cords, power strips and power taps will be permitted. Daisy chains of extension cords and power taps is not permitted. Indoor extension cords, power strips and power taps are prohibited.
- g. All electrical cords will be inspected for damage prior to use and replaced as necessary.
- h. Electrical cords shall be protected on walking surfaces to prevent trip hazards and abrasion.

### **IV. Crowd Managers**

- a. There shall be trained crowd managers or trained crowd supervisors at the ratio of one manager/supervisor for every 250 occupants.
- b. The duties of a crowd manager(s) shall conduct inspections of the area of responsibility include:
  - i. Identifying and addressing any egress barriers.
  - ii. Identifying and mitigating any fire hazards
  - iii. Compliance with all permit conditions, including pyrotechnics and other special effects.
- c. Direct and assist the event attendees in evacuation during an emergency. Duties specified in the fire safety plan; or as directed by the fire code official. Documentation of certified crowd managers shall be provided upon the request of the fire code official.