

FALMOUTH FIRE RESCUE DEPARTMENT

FIRE PREVENTION

-PUBLIC EVENT STANDARDS-



This packet is provided for use during an approved Special Event in the Town of Falmouth with regards to regulatory items and inspectional services as outlined by the Falmouth Fire Rescue Department.

Print name of person or organization: _____

Date of Event: _____

Signature of representative: _____

(I acknowledge receipt of this packet and will adhere to any/all applicable requirements or conditions to be followed as outlined by the Fire Prevention Office of the FFRD)

Date received: _____



FALMOUTH FIRE RESCUE DEPARTMENT PUBLIC EVENT STANDARD

SCOPE

The following is the standard that sets the minimum requirements for fire & life safety and emergency planning, and shall be applied to all shows, trade or commercial, fairs, festivals, concerts, or otherwise, and shall apply whether or not the show is open to the public. It shall apply to indoor or outdoor events or a combination of both.

A. PLANS

Accurate, to scale floor or site plans (TWO SETS) for the entire show shall be submitted to the Fire Rescue Department a minimum of thirty (30) days prior to the opening date of the show. Plans shall show size and location of booths, exits, and aisles. One approved plan will be returned.

B. ADVANCED APPROVAL

The following activities must be approved in advance by the head of the Fire Rescue Department and a permit issued if required:

1. The display and operation of any heater, barbecue, heat producing device, lamp, lantern, etc.
2. The display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous to life.
3. The use and/or storage of flammables, compressed gases, or dangerous chemicals.

4. The use of any LPG fired equipment or any open flame cooking equipment such as a charcoal grill may require a permit. If required, the permit shall reflect the specific location the cooking is to take place. The area must be kept clear of combustibles and a minimum of a 3-A, 40-B, C (10LB) fire extinguisher shall be at each location, under this section, that intends to cook. No cooking or heat producing equipment shall be allowed in tents that are not fire retardant or that are accessible by the public.
5. Any displayed, motorized vehicle shall have its battery disconnected and its fuel supply reduced to not more than 1/2 tank or 10 gal. whichever is less. All motor vehicle tanks shall have locking gas caps or have their caps taped shut to prevent "tampering". Garden tractors, chain saws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.
6. No parking of any vehicles inside a building will be allowed unless with prior approval. Cars and trucks shall be removed immediately after unloading.

C. EXITS AND FIRE LANES

1. Exit identification and designation of the way thereto shall be provided and maintained at all times.
2. Exit lights and/or emergency egress lights shall be installed, by the host facility, if required by the Head of the Fire Department, or his designee. Such devices shall be installed per 780 CMR (building code).
3. Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstructions. Booth construction shall be substantial and fixed in position in the specified areas for the duration of the show. Easels, signs, etc. shall not be placed in the exit paths.
4. All existing fire lanes shall be maintained, where possible, or additional temporary fire lanes shall be installed.
5. No vehicle shall be allowed to move through a crowd without at least two observers to prevent accidents.

D. EMERGENCY PLANS AND EQUIPMENT

1. Approved fire extinguishing equipment is located throughout the building, additional approved type fire extinguishers may be required on orders of the Fire

Rescue Department. Accordingly, the extinguishing equipment shall remain free of any obstructions and shall be plainly visible at all times.

2. Any grease producing cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall be protected with an automatic fire extinguishing system, unless otherwise exempted by the authority having jurisdiction.
3. The show manager shall advise all exhibitors of the building's/ facility's fire alarm system (if any), location of pull stations, standpipes, fire response, etc.
4. An emergency plan must be in place for the duration of the event. This must include the ability to report a fire, police, or medical emergency. The plan will include a method for the emergency services to contact responsible organization officials throughout the duration of the event. These officials must have the authority to make decisions and commit organizational funds to resolve emergencies that may occur during the event.

E. UTILITY SERVICES

1. Electrical and gas installations shall be made and inspected according to applicable National standards and Town regulations.
2. No more than two (2) propane tanks per booth/exhibit location. Propane tanks and compressed gas cylinders must be secured to a fixed object with a non-combustible material such as a chain. Containers of greater than 30 lbs. each shall be installed by a licensed gas fitter or the propane company that owns the tank/tanks.527 CMR 6.00)
3. All compressed gas cylinders such as those used for the filling of balloons or the charging of soda systems shall also be properly secured against damage due to being tipped over. Any spare compressed gas or LPG cylinders shall be secured in a safe and secure location approved by the fire department.
4. Electrical cords, hoses, etc. shall be protected against tripping (buried, covered, etc.).
5. Electrical cords/ multiple outlet units shall be protected by adequate overcurrent devices, (circuit breakers), be in good condition, and of adequate size to handle the loads. NOTE: This is in addition to the building circuit breakers.

F. FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials, shall be flame retardant to the satisfaction of the Fire Rescue Department (per 527 CMR). Canvas, cloth, cardboard, leaves, and similar combustible material shall not be used. Accordingly, oil cloth, tarpaper, and certain plastic materials cannot be made flame retardant and therefore their use is prohibited.
2. All tents shall comply with 527 CMR 19.00 – tentage and/or 780 CMR - Building Code and/or NFPA 102 (whichever applies), and may require a permit through the appropriate authority having jurisdiction.

G. GENERAL

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. Show management shall assume responsibility for daily adequate janitorial and rubbish pick-up services, and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily. Rubbish shall not be allowed to accumulate.
3. Smoking, flammable liquids and open flames are not allowed in buildings and tents open to the public. No smoking signs will be posted.
4. Combustible materials shall not accumulate under bleachers.
5. Oily rags and waste shall be kept in a separate covered metal container.
6. The following items shall not be permitted, stored or sold: Electrically conductive balloons, weapons, fireworks, smoke bombs, stink bombs, snap caps, bomb bags, silly string and any other items that may cause harm, injury and/or may incite civil unrest. This includes, but is not limited to, displays, storage, sales, gifts, promotions, etc.

H. Fire / EMS Details

1. After reviewing the event plans, the Falmouth Fire Rescue Department may require a fire watch and/or an emergency medical detail based on the nature or scope of the event or number of occupants / participants.

REGULATORY AUTHORITY

Public Events: MGL c 22, s14, c148 - 527 CMR, 780 CMR- Building Code