



COUNTY OF SONOMA

## Department of Emergency Services

FIRE SERVICES \* EMERGENCY MANAGEMENT \* HAZARDOUS MATERIALS



### Special Bulletin

<b>Date Issued:</b>	August 21, 2009	<b>Bulletin No:</b>	2009-06N
<b>Topic:</b>	Special Events		
<b>Code Reference</b>	California Fire Code (CFC) Sec 105 California Fire Code (CFC) Chapter 25 California Code of Regulations Title 19		
<b>For Use By:</b>	Permit Applicants and Staff		

**NOTE:** This bulletin is a summary of Fire Services interpretations of County and State Codes. Information contained herein applies to typical instances and may not address all circumstances.

#### INFORMATION BULLETIN- Special Events

#### GENERAL REQUIREMENTS

Plans shall be submitted for all events. Drawings need not be to scale, but measurements necessary to determine compliance with requirements outlined in this bulletin and applicable codes shall be clearly identified. All plans shall minimally contain the following information:

Business information including event location (address).

Promoter's address and contact person's phone number for the event.

- Complete site plan which shows
- Layout of tables and/or chairs, aisles, and spacing between them;
- Exit locations;
- Layout and number of booths;
- Detail of exhibits, both inside and outside of buildings;
- Area dimensions and calculated occupant loads.

Where cooking is proposed, a detailed description shall be provided identifying the following:

- Fuel to be used
- Location of all cooking areas relative to one another
- Amount of fuel proposed to be used and stored
- Fire protection being provided and
- Additional Fire Department permits if required

Identification of decorative materials;

- Where they will be used
- California State Fire Marshal proof of fire resistance or flame retardant treatment.



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Any supporting information needed to demonstrate the event satisfies all applicable requirements (i.e., cooking areas, fire extinguisher placement, and proximity to other buildings or hazards relative to the proposed event).

The Fire Inspector may enter any portion of any event or exhibit space at any time for the purpose of inspecting the premises for fire and life safety compliance.

No display or exhibit shall be installed or operated that will interfere in any way with access to any required exit or with the visibility of any exit sign. No display shall block access to firefighting equipment, such as fire alarm actuating devices, fire extinguishers, fire hose cabinets, fire hydrants or access by emergency vehicles.

No display, exhibit, or temporary construction shall be built of highly combustible material.

Any paper or fabric used in displays or exhibits shall be inherently fire retardant or be treated with an approved fire retardant solution by a California State licensed applicator. Documentation in the form of a Certificate of Fire Resistance shall be maintained on-site and be available during any inspection. All such treated material shall be maintained fire retardant throughout its intended use.

### EXCEPTIONS:

1. A table-cloth need not be flame retardant treated when there are NO open flame devices of any kind allowed and where no cooking will be performed on tables and where table arrangement is not conducive to the propagation of fire.
2. Materials for sale.

All electrical extension cords shall at be least No. 14 AWG heavy-duty commercial type. All electrical wiring shall be protected from physical damage and not be positioned so as to create a trip hazard in areas accessible by the public.

The use, storage, and handling of any flammable or combustible liquid shall be subject to the approval of the Fire Inspector. The location for the use and storage of flammable and combustible liquids shall be noted on the submitted plans prior to approval (see item #1). The use, storage, and handling of portable containers of liquefied petroleum gas (LPG), such as propane, **INSIDE ANY BUILDING**, used for assembly purposes or tents is strictly **PROHIBITED**. Location of storage and use of any portable container of LPG outside of buildings or tents shall be noted on the plans prior to approval (see item #1).

The exhibition of vehicles powered by internal combustion engines inside buildings shall conform with the following:

- The gas cap shall be secured in place to deter removal.
- The battery or batteries shall be disconnected.
- The battery terminals shall be taped with electrical tape.
- Fuel tanks shall be 1/4 full or contain a maximum of five (5) gallons, whichever is less.



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Trash receptacles shall be constructed of non-combustible material.

The use of any type of open flame shall be approved by the Sonoma County Department of Fire Services prior to any installation or operation and may require additional permits.

All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.

Smoking areas may be established outside of any building. "NO SMOKING" signs may be required to be posted elsewhere throughout the building. Smoking areas shall be provided with fire extinguishers and appropriate non-combustible containers for ashes. Permittee is responsible for enforcing "NO SMOKING" regulations.

Loose seats must be bonded together in groups of not less than three (3) when more than 299 seats or chairs are provided.

### **SPECIFIC ACTIVITY REQUIREMENTS**

#### **FOOD SERVICE AREAS:**

The following fire and life safety requirements shall be applicable for all food service areas, including temporary concession stands inside or outside of a building.

Commercial cooking may be allowed only in approved locations with approved equipment. Typically, only electrical equipment will be permitted inside exhibit halls. Approval from the Sonoma County Department of Emergency Services is required prior to use.

Each food service location shall be provided with a minimum 40BC rated portable fire extinguisher. All other fire extinguishers required for the event shall be a minimum 2A:10BC rating. Where deep fryers are used a "K" type fire extinguisher is required.

Fire extinguishers shall be fully charged, serviced, appropriately tagged, and shall be readily accessible.

#### **TENTS:**

The following fire and life safety requirements shall be applicable for all tents, canopies, awnings, and fabric-covered enclosures.

A permit shall be obtained from the Sonoma County Department of Emergency Services for all tents and temporary membrane air-supported structures having an area in excess of 200 square feet and/or canopies in excess of 400 square feet.

**Exception:** Such structures used exclusively for camping.



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All tents, awnings and other fabric-covered enclosures shall be made from a nonflammable material or shall be treated and maintained in an approved flame-retardant condition. Documentation shall be maintained with the tent or awning.

Sawdust, shavings, or other like combustible material used in a tent shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.

Fireworks, open flame, or any device emitting flame or spark shall not be used in or immediately adjacent to any tent while open to the public, unless approved by the Chief.

Smoking shall NOT be allowed in any tent. "NO SMOKING" signs shall be posted.

No vehicle shall be parked within 100 feet of a tent unless it is necessary for the operation of the tent, or parked on a public street closer than 20 feet from the tent.

Heaters and generators shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

All required exits shall be provided with appropriate exit signs, illumination and emergency lighting shall be provided in places of assembly.

Fire extinguishers shall be as that required for public assemblies.

No flammable or combustible liquids are permitted inside or within 50 feet of a tent.

### **OUTDOOR EXHIBITS AND DISPLAYS:**

The following fire and life safety requirements shall be applicable for outdoor assembly areas.

Emergency vehicle access points shall remain unobstructed or be staffed with security personnel during hours of operation of event.

No parking will be permitted in fire lanes. Loading and unloading areas shall be designated.

Painted lines, fences, posts, ropes, etc., shall be used to designate emergency vehicle roadways from exhibit or parking areas.

All fire hydrants, fire sprinkler/standpipe connections, or other fire protection devices and equipment shall remain unobstructed at all times.



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The area within fencing shall be served by a sufficient number of exits and appropriate exit width through the fencing in accordance with the UBC. Exits shall be kept clear and unobstructed during hours of operation.

All required exits must have appropriate signage.

Provision of fire extinguishers shall be as that required for public assemblies.

### **LIVESTOCK/BARN AREAS:**

The following fire and life safety requirements shall be applicable to all livestock/barn areas.

Heat producing appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances that can be used for cooking purposes shall not be permitted in the barn or livestock areas.

**EXCEPTION:** Electrical devices used in direct connection with the care of the animals, which is in good, repair, properly maintained, and used in accordance with manufacturer's directions.

Smoking shall not be permitted within a barn, stable, or livestock area, or in exhibits using sawdust or similar materials on the floor. "NO SMOKING" signs shall be posted.

The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock area.

Fire hoses, fire extinguishers or other fire protection equipment shall not be used except in cases of emergency. These devices shall not be blocked or obstructed at any time. This includes prohibiting the hanging of any items on such equipment.

The roads around barns/stables shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.