

# **Fire and Life Safety Requirements for Special Events and Temporary Use of the Facilities at the Kitsap County Fairgrounds.**

## **PURPOSE**

This document is developed to assist event planners and responsible parties using buildings or spaces at the Kitsap County Fairgrounds for temporary uses or special events.

The Kitsap County Parks Department and the Kitsap County Fire Marshal's Office have developed this Fire and Safety Requirements Guide in accordance with the International Fire Code and Kitsap County Fire Code.

## **GENERAL REQUIREMENTS**

It is the responsibility of the event planner or designated responsible party to ensure that events are set up and operated in a safe manner consistent with these guidelines. Other requirements may be made by the fire marshal or fairgrounds manager. When an application to use the fairgrounds facilities is submitted a person must be identified who will be responsible for managing the event, be available on site to during set up, onsite during the time the event is open to the public and during tear down to address concerns and situations should a modification, change or even an emergency condition arise during the event.

## **APPROVAL**

Most events and temporary uses of fairgrounds facilities require the approval of fairgrounds staff and the fire marshal prior to booking. Approving an event requires a review and approval of:

- A description of the specific use – examples include exhibition or trade show, concert, sporting event, swap meet, haunted house, etc. together with information about the sponsor group or individual and who will be the on site contact and responsible party.
- A floor and/or site plan - A number of Standard Plans have been approved for different types of events and are available for review at the time of application. If an applicant elects not to use the Standard Plan or in the event that changes to a Standard Plan are necessary, an additional review including review fees shall be submitted prior to approving the event.
- A list of vendors or exhibitors is required and shall include what they will do in their space during the event.

## **INSPECTIONS**

With few exceptions, all events and temporary uses of the fairgrounds facility require an inspection by the Fire Marshal – and often fairgrounds or risk management staff before events can be opened to the public. The responsible person for the event is required to accompany the Fire Marshal and/or other staff during the inspection and to ensure that anything needing correction is accomplished within the time frame established by the Fire Marshal or inspection staff. The person responsible for the event must CALL 360-337-5777 AT LEAST TWO WEEKS PRIOR TO THE ANTICIPATED OPENING DATE TO SCHEDULE THE EVENT INSPECTION. The two week scheduling is needed to coordinate county staffing and to ensure that the event does not incur additional

inspection costs. Events for which an inspection is not scheduled two weeks prior to the event may be subject to additional charges including staff overtime.

Event inspections must be scheduled to occur during the end stages of event setup (the timing may vary depending on the needs of the event) and need to occur so that there is sufficient time to correct anything that needs attention before opening. Typically the inspection only takes an hour or two when a Standard Plan is used. First time events or prior events that have changed their Setup will most likely require the full two hours. Please plan accordingly. It shall be the responsibility of the event coordinator to ensure that all corrections are complete prior to the event opening the doors to the public.

The following list is provided for the event coordinator or responsible party to be aware of and share with their participants to ensure timely approval and no corrections at the time of the event inspection.

It is highly recommended that someone from each booth, exhibit or other activity be present for the inspection as well so that any corrections can be discussed.

**EXITS** Required exit doors, aisles and areas outside of exit doors shall be kept clear and entirely functional at all times for use in case of fire or other emergencies while the building is occupied. IFC 1030.2

If a door is identified as an exit – keep it clear on both sides and operational. Don't cover or obstruct exit signs at doors or anywhere else in the building. Most of the buildings at the fairgrounds have exiting to accommodate different Setups and scenarios – some of which allow not using certain exits. These Setups are approved on a case by case basis before hand so don't assume that because there are plenty of other exits it is OK to block or otherwise not use one.

Furnishings, decorations, draperies or other objects shall not be placed over or in front of exit doors. Mirrors shall not be located adjacent to any exit. Items for display or sale shall not be located in the aisles to any exit. IFC 1030.6

Exiting is established for the life safety of participants and attendees – for normal and emergency conditions. Don't do anything that could obstruct an exit in an emergency and if there is a quest-on about it – ask before hand.

### **DRAPERIES, BUNTING, TABLE SKIRTS, DECORATIVE MATERIALS AND VEGETATION**

Curtains, draperies, artificial decorative vegetation, tablecloths and bunting or skirting around tables and exhibit booths shall meet specific flame resistance requirements. Acceptable verification of flame resistance can include a tag or label affixed to the item by the manufacturer indicating its flame resistance or a Valid Certificate of Flame Resistance provided by the manufacturer. The use of highly flammable materials shall not be used. Fire-retardant coatings applied to materials must be applied and maintained in accordance with the manufacturer's instructions. Proof of the material applied and its application must be on site for the inspector during the inspection. IFC 806

Plastic tablecloths shall be cut to the size of the table with no overhang or folded and taped underneath the table.

The fire marshal highly encourages participants to rent the pipe and drape, skirting and similar materials available through the fairgrounds which have been approved. These items are laundered in accordance with the manufacturer's requirements to ensure the continued flame resistance and are kept in acceptable condition by county staff.

Lightweight plastic skirting is specifically NOT APPROVED and must be REMOVED AT THE TIME OF INSPECTION. This material is readily available at stores that sell party supplies. It is highly flammable. There are some lightweight plastics that have a flame retardant built in by the manufacturer but they are expensive and are available at party supply stores. A good rule of thumb is if you can find the skirting with the rest of the party supplies offered for sale – it's probably not the right kind.

In buildings having ceiling mounted radiant heating appliances, no combustibles shall be located within 5 feet of all portions of the appliance.

If there is a heater installed, keep things away from it that are combustible.

### **DECORATIVE RUGS AND FLOOR COVERINGS**

All decorative rugs and floor coverings are required to be taped down to prevent tripping or movement of the rug or floor covering.

### **PROPANE STORAGE, USE AND HANDLING**

Portable LP-gas containers are allowed to be used temporarily for demonstrations. Containers shall not exceed 12 pounds water capacity or 2.6 gallons of LP-gas. For containers used to supply self-contained torch assemblies or similar appliances, containers shall not exceed 2 ½ pounds water capacity or 1 gallon of LP-Gas. A portable fire extinguisher shall be located between 5 and 30 feet from the location of the use of the LP-gas. LP-gas containers shall not be positioned on their side or upside down. Containers shall not be located within 10 feet of exits, or stairways or in areas normally used, or intended to be used for the exiting of occupants. IFC 6103

If you or one of your vendors or participants anticipates using LPG or any compressed gas in any capacity be sure to include that information on the vendor list or in the description for your event. Prior knowledge is much better than a surprised inspector! Fire extinguishers must be serviced or new within the last year. Make sure the tag is on it and shows the date purchased or the date when it was last serviced. Every vendor required to have a fire extinguisher will be required to demonstrate it's proper use at the time of inspection – remember PASS!! Call 911, Point, Aim, Squeeze and Sweep.

LP-Gas containers shall be located outside of a tent or canopy and not less than 10 feet from the tent or canopy. Multiple containers shall be secured from tipping by placing them in a crate or nesting up to three tanks together. IFC 3104

### **COOKING OPERATIONS**

Cooking food inside buildings using vegetable or animal oils and fats, any manner of deep frying or that otherwise emits a grease laden vapor shall be under a commercial kitchen exhaust hood and duct protected with an approved automatic fire extinguishing system.

The county has some approved self contained units to provide the required fire protection for this type of cooking. Contact fairgrounds staff if you are interested. Otherwise you will have to move the cooking outside the buildings.

All deep fryers shall be provided with a **Class K**-rated portable fire extinguisher. Other cooking operations that do not involve grease or grease laden vapors, all warming or chaffing trays and tables or any other heat producing devices – including microwaves used for cooking shall be provided with a portable fire extinguisher with a minimum rating of 2A:10B:C.

The fire extinguisher must be serviced or new within the last year. Make sure the tag is on it and shows the date purchased or the date when it was last serviced. Every vendor required to have an extinguisher will be required to demonstrate it's proper use at the time of inspection – remember PASS!! Call 911, Point, Aim, Squeeze and Sweep.

The use of solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the Fire Marshal or his/her designee shall make the determination on the amount of (Sterno) fuel that can be used and stored.

### **LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT**

Display of liquid and gas fueled vehicles and equipment inside a building shall meet the following requirements:

- a) The battery shall be removed or disconnected with both battery terminal and cable end covered with insulated tape.
- b) Vehicles or equipment shall not be fueled or defueled within any building.
- c) Fuel tanks shall not be more than 1/4 full or contain more than 5 gallons of fuel, whichever is less.
- d) Fuel tanks shall be locked or sealed to prevent tampering or escape of vapors.
- e) The location of vehicles or equipment shall not block exits.
- f) CNG, LNG, LPG (propane) and hydrogen fuel tanks shall have their emergency shut-off valves in the closed position.
- g) Electric vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- h) It may be necessary to move or relocate a vehicle before or during a show. For this reason, it is highly recommended that a set of keys be available on-site for all vehicles.

We understand that individuals have a lot of time, effort and money in their show or display vehicles. Please ensure that the above has been completed prior to the inspection and either have someone on hand to show the inspector that things have been taken care of or leave it open so that it can be seen easily. Keys may be left at the Parks Office if no one is available at time of inspection.

### **ELECTRICAL HAZARDS**

Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used. IFC 605

Approved electrical services are provided by the county for events and are required to be used for electrical service. Please plan accordingly and let fairgrounds staff know your needs before an event.

**EXTENSION CORDS:** Minimum 14 gauge extension cords or an approved multiplug adapter shall be used to extend electrical service.

- a) Extension cords shall only be used with portable appliances (a device that moves location when normally used) while such appliances are in immediate use.
- b) Extension cords shall be plugged directly into a permanent electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
- c) The amperage of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- d) The extension cords shall be grounded when servicing grounded portable appliances.
- e) Extension cords and flexible cords shall not be subject to environmental or physical damage. Cords shall be protected against physical damage from walking or other hazards.

**TENTS, CANOPIES AND MEMBRANE STRUCTURES GENERAL REQUIREMENTS:**

Tents, canopies and membrane structures shall be separated from parked vehicles and internal combustion engines by not less than 20 feet. When tents, canopies and membrane structures are located near a building, exits from either the building or the tent shall not be blocked.

Tents and canopies may be placed side by side in groups of 700 square feet with a 12 foot fire break between each group.

Tents (pop up canopy typically 10x10) that are utilized for cooking at events shall meet the following requirements:

- The use of charcoal or wood for cooking shall not be approved under a tent.
- Open flame, defined as a barbeque or any cooking device where the food is cooked directly over a flame, shall be moved from under and away from the tent a minimum of 3 feet.
- Cooking devices located under tents with sidewalls, shall have cooking devices located a minimum of 3 feet from the sidewall.
- Tents with or without sidewalls shall have a permanently affixed label with one of the following fire ratings: NFPA 701, CPAI-84 or the State of California Fire Marshal seal. Tents without a permanently affixed label will be required to remove cooking equipment from under the tent.
- LP-gas containers in use for cooking shall be secured from tipping by placing the container(s) in a crate or nesting of 3 or more containers. LP-gas containers not in use shall be secured from tipping by placing the container(s) in a crate or nesting of 3 or more containers and placed outside of the tent.
- Fire extinguishers shall be provided for all cooking operations within tents. Cooking equipment involving vegetable, animal oils and fats and deep fat frying shall have a Class K fire extinguisher. Any other type of cooking operations shall have a 2A 10 BC or 3A 40 BC fire extinguisher.

FIRE RESISTANCE Tents, canopies and membrane structures shall have a permanently affixed label bearing the State of California Fire Marshal Registered Flame Retardant seal, NFPA 701, CPAI-84 or other laboratory testing certificate. IFC 3104

### **ASSEMBLY USES**

Under no conditions shall the maximum occupant load established for a building or area be exceeded.

Aisles are required throughout every building and specifically for every exhibit, trade show or other event. Every occupied portion of a building accessible by the public shall be provided with aisles leading to exits or exit doorways. Aisle width shall not be less than 10 feet as measured from booth edge to booth edge.

In places of assembly or portions thereof without ramped or tiered floors for seating and with greater than 200 seats, the seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor. IFC 1028.12.3

### **AISLE REQUIREMENTS FOR ASSEMBLY AREAS WITH SEATING:**

Minimum clear width for aisles shall be forty-two inches for level or ramped aisles having seating on both sides. IFC 1028.9.1 (4)

#### **EXCEPTIONS:**

- 1) The forty-two inches can be reduced to thirty-six inches where the aisle serves a total of less than 50 seats.
- 2) The forty-two inches can be reduced to thirty inches where the aisle serves a total of less than 14 seats.
- 3) The forty –two inches may be reduced to thirty-six inches when the seating is located only on one side.

The required aisle widths and locations are established on the approved Setup plan and must be maintained at all times.

If you have other questions about your event, its Setup or operation please contact Fire Marshal staff at (360) 337-5777.