



Menlo Park Fire Protection District Fire Prevention Bureau

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MENLO PARK FIRE PROTECTION DISTRICT GUIDELINE FOR PUBLIC ASSEMBLAGES AND EVENTS

SCOPE. This guideline is meant to apply to all carnivals, fairs, public events and trade shows, including but not limited to annual or weekend events. The guideline is meant to work together with applicable sections of the California Fire Code.

1. APPLICATION

Information Required. Amusement buildings, Carnivals and Fairs require Fire District Permits in accordance with California Fire Code Section 105.6. The applicant is required to fill out a Menlo Park Fire District Plan Check Application Form, and submit proper Permit Fees, before a permit may be processed. In addition, the applicant is required to provide a sketch indicating the arrangement of event. Typically a sketch will include the following:

- Location of event access point
- Location of event staff on site
- First aid stations if provided
- Road closure points
- K-Rail placement
- Layout of midway
- Location of vending booths
- Locations of foodservice booths
- Locations of power sources or generation of fuel supply of needed.
- Location of portable fire extinguishers.

2. GENERAL REQUIREMENTS. Copies of these permit requirements shall be provided to vendors and participants of the event. Inform vendors and participants that the Fire District will be conducting inspections to determine compliance with requirements contained herein.

Vehicle Protection. At locations where normal city streets are closed off for the event, or at any other location that may be adjacent to normal vehicle traffic, it is highly suggested that K-Rail type vehicle protection be placed between the event and vehicle traffic.

Emergency Vehicle Access. The layout of the event and/or midway shall provide a minimum of 20 feet clearance between rows of booths, exhibits, or any other types of displays or structures that are part of the event for emergency vehicle access. A clear space of not less than 15 feet shall be maintained to provide access to fire hydrants both inside and outside the event.

Electrical Equipment. Electrical equipment and installations shall comply with the California Electric Code.

Internal Combustion Power Sources. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride or appliance is not in use. Internal combustion power sources shall be isolated from contact with the public.

Fire Extinguishers. Fire extinguishers shall be provided in accordance with Section 4 below.

Waste Accumulation. Combustible waste materials shall be removed regularly throughout the event.

Compressed Gases. Compressed gas cylinders shall be secured in an upright position and away from cooking operations, rides, or any other operations that may damage the cylinder or expose cylinders to excessive heat.

Decorative Materials. All decorative materials used for the event shall be inherently fire resistive, or may be treated by the owner with a State Fire Marshal approved fire retardant chemical (empty can and dated sales receipt may serve as proof).

Booths or Exhibits. Booths or exhibits shall be adequately roped, braced and anchored to withstand the elements of weather against collapsing. Booths or exhibits shall be a minimum of 10 ft. from any permanent structure. Vehicles required for the operation of the event shall be parked a minimum of 20 ft. from booths or exhibits.

Tents, Canopies and Temporary Membrane Structures. Tents and air supported temporary membrane structures in excess of 400 square feet require separate permits and additional safety measures as specified by the California Fire Code.

3. COOKING REQUIREMENTS

Openings in Booths or Exhibits. Booths or exhibits utilized for cooking shall be provided with openings containing a minimum of 30 sq ft each on 2 opposing sides of the booth/exhibit to prevent the accumulation of carbon monoxide produced by cooking processes.

Separation Distances. Cooking booths or exhibits shall be separated from non-cooking booths or exhibits by 10 feet and shall not be located within 10 feet of amusement rides, devices, or buildings.

Floor Materials. It is highly suggested that flooring materials used within festival cooking booths/exhibits, and under all equipment, shall be non-combustible or fire retardant treated.

Cooking Surfaces. All cooking surfaces shall be cleaned regularly to reduce accumulations of grease.

Cooking Equipment. All cooking equipment shall be approved for its intended use. A minimum of 18 inches clearance shall be provided between cooking appliances and any booths, exhibits, structures or combustible materials. **Menlo Park Fire District encourages the use of noncombustible materials in booths or exhibits used for cooking purposes.**

Portable Stoves. Coleman (style) stoves or equivalent may be used only with approved fuel and the following requirements:

- The fueling or refueling of stoves or cooking appliances in booths/exhibits is prohibited
- The storage of fuel in booths/exhibits is prohibited.
- The use of gasoline or kerosene is prohibited

Butane or Propane Equipment. Butane or propane equipment shall conform to the following requirements:

- Fuel tanks for butane or propane cooking appliances shall be limited in size to 10 gallon water capacity.
- Fuel tanks shall be located outside the booth/exhibit. Tanks are prohibited inside booths/exhibits.
- Fuel tanks shall be protected from damage and secured in an upright position.
- Storage of tanks shall not exceed two, 15 gallon water capacity tanks for each cooking appliance.
- All tanks shall have an approved shut off valve.
- All appliances shall have a fuel control and shut off valve.
- Fuel supply shall be shut off at the tank when not in use.
- Hoses and connections shall be approved for use with the appliance and type of fuel used.
- All connections shall be tested. Vendors/exhibitors shall provide a spray bottle of soapy water.

Charcoal or Wood Barbecue Cooking. Charcoal/Wood barbecue cooking shall be in accordance with the following requirements:

- Charcoal/Wood Barbecue cooking is prohibited inside booths/exhibits.
- Only commercially sold charcoal fuel may be used.
- Charcoal/Wood barbecues cooking shall be performed only in an area away from public access and shall be located in a minimum of 10 feet from any booth/exhibit with a minimum of 10 feet from any permanent structure.
- Only commercially sold charcoal lighter fluid or electric starters may be used: gasoline and kerosene are prohibited.

Deep Fat Frying and Flambé Cooking. Deep Fat Fry/Flambé Cooking shall be in accordance with the following requirements:

Deep frying shall be defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.

Flambé cooking shall be defined as any cooking operation whereby the product is prepared by applying a flammable or combustible liquid onto a cooking surface and igniting it.

The cooking area shall not be accessible to the public

Deep Fat/Flambé Cooking operations shall be located outside booths, exhibits and tents and shall be no closer than 18 inches from combustible materials.

A minimum 18 inches clearance shall be provided between deep fat frying appliances/woks and open flame stoves.

4. FIRE EXTINGUISHERS

Locations. Portable Fire Extinguishers shall be located every 150 feet, with not more than 75 feet travel distance to a fire extinguisher. Depending on the distribution of cooking booths, exhibits, or the carnival midway, fire extinguishers provided in cooking areas may be used to meet this requirement. Internal combustion power sources, cooking booths, and cooking exhibits shall all have their own fire extinguishers.

Mounting Fire Extinguishers. It is highly suggested that fire extinguishers be mounted adjacent to the exit from booths or exhibits and secured so that they will not fall over. Fire extinguishers must be visible and accessible.

Type of Fire Extinguisher

Extinguishers shall be a minimum 2A10BC rated. Each cooking booth or cooking exhibit using deep fat cooking oil shall be provided with at least one "Wet Chemical" Type fire extinguisher.

Fire Extinguisher Maintenance. Fire extinguishers shall have been serviced within the last year and be provided with an attached service tag.

IF THE EVENT IS EXPECTED TO DRAW MORE THAN 1,000 PEOPLE, THE FOLLOWING ADDITIONAL ITEMS WILL BE REQUIRED:

5. CROWD MANAGERS

Trained crowd managers shall be provided for events where more than 1,000 persons are expected to congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. CFC 403.3

6. FIRE EVACUATION PLANS

Fire evacuation plans shall be in accordance with the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where *approved*, by selected floors or areas only.

2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for *persons* unable to use the general *means of egress* unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

7. FIRE SAFETY PLANS

Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.
3. Site plans indicating the following:
 - 3.1. The occupancy assembly point.
 - 3.2. The locations of fire hydrants.
 - 3.3. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - 4.1. Exits.
 - 4.2. Primary evacuation routes.
 - 4.3. Secondary evacuation routes.
 - 4.4. Accessible egress routes.
 - 4.5. Areas of refuge.
 - 4.6. Exterior areas for assisted rescue.
 - 4.7. Manual fire alarm boxes.
 - 4.8. Portable fire extinguishers.

- 4.9. Occupant-use hose stations.
- 4.10. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.