

Special Event Fire Safety Attachment A

Fire Prevention Bureau 13
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GENERAL REQUIREMENTS

1. A method for notifying the Fire Department in the event of an emergency shall be provided and approved prior to the start of any outdoor special event. On site phones, or cellular telephones will fulfill this requirement. In Mesa, the emergency number is 911.
2. Fire apparatus access shall be provided throughout all areas of an event. Consideration shall be given to various event functions and Fire Department access to structures within the event area. Minimum fire lane dimensions are 20 feet wide, 14 feet high, an outside turn radius of 55 feet and an inside turn radius of 35 feet.
3. All temporary electrical wiring shall be in accordance with the International Building Code and National Electrical Code. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as to not create a trip hazard. All trailer mounted generators must be grounded and have a 40BC fire extinguishers near each unit.
4. Fueling or defueling vehicles, generators, or equipment is prohibited during show hours unless approved prior to the event.

TENTS

A floor plan shall be approved for interior setup of all tents. Location of chairs, tables, stages, aisles, exits, fire extinguishers, etc. shall be shown on the plan. Tents over 400 square feet and canopies over 1200 square feet need additional [Fire Department Special Permits](#), and must comply with all of the following requirements. Smaller tents or canopies placed in close proximity to each other shall meet the same permitting requirements.

1. A flame retardant certification shall be provided for each tent or canopy that meets above requirements.
2. Location of tents and canopies shall be in accordance with the following table.

| Minimum separation from any property line, building, other tent, canopy or other temporary membrane structure | Minimum Fire access roadway width | Minimum distances for the parking of vehicles or other internal combustion engines. |
|---|-----------------------------------|---|
| 20 feet | 20 feet | 20 feet |

For the purposes of required distances, support ropes and guywires are to be considered part of the tent, canopy and temporary membrane structure.

3. Exits shall be spaced at approximately equal intervals around the perimeter. The number and width shall be in accordance with the following table.

| Capacity | Minimum # of exits | Minimum Width Each Exit (feet) | |
|-----------|--------------------|--------------------------------|--------------------|
| | | Tent | Membrane Structure |
| 10 to 199 | 2 | 6 | 3 |
| 200-499 | 3 | 6 | 6 |
| 500-999 | 4 | 8 | 6 |
| 1000-1999 | 5 | 10 | 8 |
| 2000-2999 | 6 | 10 | 8 |
| Over 3000 | 7 | 10 | 8 |

The total width of exits in feet shall not be less than the total occupant load served divided by 50. Such width of exits shall be divided approximately equally among the separate exits.

4. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
5. Heating and cooking within tents have specific requirements, which shall be addressed during plan review.
6. Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.
7. Combustible interior finishes or decorations must be declared and approved prior to the event.

FOOD VENDORS

1. Cooking equipment, located within buildings or trailers, that produce grease-laden vapors, shall have a ventilating hood and duct system and an approved automatic fire extinguishing system. Systems must be listed and have a current (within 6 months) inspection and test tag by a licensed contractor. A fixed fire extinguishing system shall not negate the requirement for portable fire extinguishers listed below.
2. A 40BC fire extinguisher shall be provided where deep-fat fryers are used. A 2A10BC rated extinguisher shall be provided with all other cooking operations.
3. Concession stands utilized for cooking shall have 10 feet clearance on two sides and shall be 10 feet from amusement rides, bleachers, and the roofline of any building.
4. Barbecues shall be 10 feet from buildings or other combustibles.

LP GAS (PROPANE)

1. Transfer operations shall not be conducted during show hours.
2. Transfer operations shall be in accordance with Mesa Fire Department details.
3. Equipment used in conjunction with LP-gas shall be listed for its use.
4. Spare barbecue cylinders shall be stored in a secure area.
5. All hoses and LPG connections shall be leak tested prior to use and after cylinder changes.

SPECIAL REQUIREMENTS

1. Building used for "haunted houses", "fun houses", or other amusements, used for entertainment or education, which are so arranged that the required exits are not apparent, shall comply with the International Building Code, section 408. Call Planning at 480-644-2385 for more information.

ELECTRICAL PERMIT

All temporary electrical wiring shall be in accordance with [Mesa Electrical Code](#). A Temporary Electrical Permit may be required. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as not to create a trip hazard.

Please contact Fire Prevention at 480.644.2622 for more information. ■