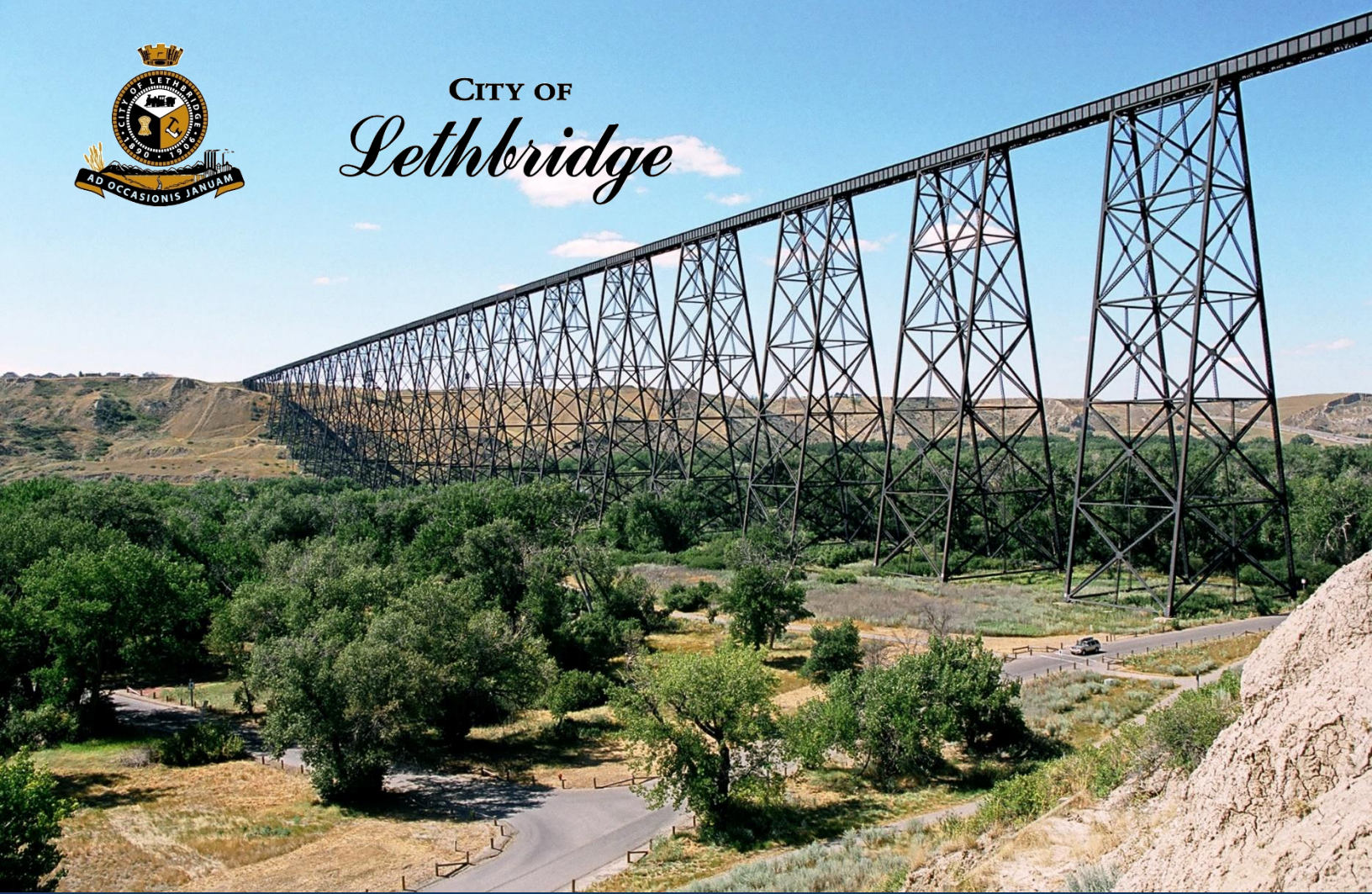




CITY OF
Lethbridge



Lethbridge Fire Department

Outdoor Special Event Requirements

Revised March 2018



Table of contents

- 1 | Definitions
- 2 | Outdoor special events
- 2 | Special event approval
 - 2 | Information Check Sheet
 - 3 | Site plans
- 3 | Tents, canopies, structures and exhibit booth requirements
- 4 | Special circumstances
 - 5 | Seating requirements
 - 6 | Cooking or warming
- 7 | Inspection of the event
- 7 | Onsite Fire Safety Codes Officer
- 7 | Event interruption/shutdown
- 8 | Event Information sheet

Fire Department regulations for outdoor special event requirements

The purpose of this document is to provide the Lethbridge Fire Department's (LFD) minimum safety code standards and requirements necessary to establish a reasonable level of fire and life safety during any type of outdoor special event in Lethbridge.

Definitions

Assembly Occupancy	The occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
Canopy	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner other than air or the contents it protects and is open without sidewalls or drops on at least three sides of the structure.
CAN/ULC-S109-03 - AFLAME TESTS OF FLAME-RESISTANT FABRICS AND FILMS	<ol style="list-style-type: none">SCOPE<ol style="list-style-type: none">1.1 These requirements apply to the performance in flame-exposure tests of flame resistant fabrics of natural, synthetic, or combinations of natural and synthetic fibres, or plastic films intended for such use as tents, awnings, draperies, or decorations. The flame resistance of the fabric or film may be inherent in the material used or may be the result of chemical treatment to retard ignition and spread of flame.
Cooking Appliances	Electric or gas powered equipment used in the process of preparing food. Examples of cooking appliances include but are not limited to deep-fat fryers, ranges, griddles, broilers, woks, tilting skillets, braising pans, and ovens.
Cookware	Utensils used for cooking e.g. pots and pans.
Cooking Booths	Booths where food is prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambé, deep fat frying, baking, warming and boiling.
Demonstration Cooking	Cooking for the demonstration of cooking products, cooking processes for a specific food or showcasing of specific cooking skills. In all cases, food cannot be for sale.
Flame Retardant	A listed chemical, chemical compound, or mixture which when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.
Labelled	Equipment or materials to which has been attached a label, symbol or other identifying mark indicating that it has been manufactured under a certification programme administered by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Listed	Equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Shall	Indicates a mandatory requirement.
Tent	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.
Vendor booths	Includes all booths other than cooking booths.

Outdoor special events

The types of events that must meet the LFD's Outdoor Special Event Requirements include, but are not limited to: Beer Gardens, temporary patio extensions, music concerts, fireworks and pyrotechnic shows, circuses, monster trucks, rodeos, religious gatherings, street festivals, large running or walking events, and/or any other special events of public assemblage. Events with one or more of the following conditions will require a special event approval or permit.

1. Open flames
2. Special effect open flames
3. Pyrotechnics or fireworks display
4. Tent or Air-supported Temporary Membrane Structure over 60m² (645sq.ft.)
5. Special amusement (includes haunted houses)
6. Temporary Occupant Load cards for licensed events
7. Any public assemblage that contains the public in a fenced or restricted area
8. Outdoor cooking (see "Cooking")

Special event approval

The LFD must receive an information package for review and approval at least thirty (30) days prior to the event. The information package shall include payment if required and will include the following:

1. Event information sheet
2. Detailed accurate site plans
3. Modifications to approved plans must be detailed and will require review by the Fire Department prior to utilization of the changed plan
4. Special conditions – provide description and plans where necessary.

Information Check Sheet

A sample form can be found in Appendix or if one is provided, the Event Information Sheet shall include the following:

1. Event name
2. Venue name and address
3. Event date(s) and time(s)
4. Set-up and move-out date(s)
5. Description of event
6. Estimated number of persons to be in attendance at any one time
7. Event coordinator contact information (i.e. name, address, and phone number(s))

***NOTE:** This should include contacts for individual(s) that can provide detailed information about set-up and operation of the event

Site plans

Site plans shall include the following information:

1. Detailed physical layout of the event to include exhibits, tents, canopies, vehicles, fences and all cooking facilities
2. All measurements must be in metric.
3. Site plans must specify:
 - Access to exits and exit locations and size of exits
 - Booth/tent/canopy layout (to scale) of the entire show
 - Size and location of stages or other performing areas
 - Beer garden dimensions

Fire Department approval of site plans

Plans must be approved by the LFD prior to any event set-up. Copies of the approved plans will be stamped and returned to the Event organizer, and must be kept onsite for future reference by a LFD Fire Safety Codes Officer (SCO), prior to event set-up and during the event.

Approvals are subject to final inspection by an authorized LFD SCO. A copy of approved plans will be kept on file with LFD.

No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from LFD. Inspections will be conducted according to the approved plan.

Tents, canopies, structures and exhibit booth requirements

1. Tents and canopies must be approved for use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
2. Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the structure.
3. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.
4. All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA listing. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
 - Three wire (grounded) cords shall not be plugged into two (2) wire extension cords
 - Extension cords must be of appropriate gauge for and designed to be used in these locations.
 - There shall be a sufficient clearance from lights or other heat source to any combustible or display materials so to prevent any possible ignition or heat damage.(melting)

- All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.
 - 5. All required “EXIT” signs shall be visible from the area that the exit is serving. Drapes, vehicles or displays shall not obstruct view of “EXIT” signs. Temporary directional “EXIT” signs may be required to clearly indicate the direction of egress.
 - 6. Fire extinguishers and other fire appliances shall be maintained, clearly visible and accessible at all times.
 - 7. Hay or Straw bales in public areas must comply with LFD Regulations for bales.
 - 8. The event coordinator shall assume responsibility for, and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary.
 - 9. The number of persons allowed to attend any event, show or exhibit shall not exceed the allowed occupant load of the area.
 - 10. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e., helium tanks). Portable holders will be allowed.
- Any additional requirements shall be determined by the LFD for each event.

Special circumstances

If the following situations and/or circumstances are to occur during an event, then detailed plans of use must be included in the information package:

1. Displays and operation/use of any open flame, candles, lamps, torches, cooking, etc.
2. Use of liquefied petroleum gas (LPG)/liquefied natural gas (LNG).
3. Use, handling or storage of any pyrotechnic materials or devices.
4. Temporary membrane structures, tents, canopies, or covered exhibit booths.
5. Display of any motorized or non-motorized vehicles.
6. Use of special fuel blends for motor vehicle events.
7. Use of vehicle for outdoor event.

Seating requirements

If any indoor special event requires seating arrangements the following information from the AFC 2014 shall be adhered to:

2.7.1.5. Nonfixed Seating

1. When nonfixed seats are provided in assembly occupancies,
 - a) except as provided in Sentence (3), the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind in the unoccupied position,
 - b) except as provided in Sentence (2), aisles shall be located so that there are not more than 7 seats, or 12 seats without backs, between every seat and the nearest aisle,
 - c) except as provided in Sentence (2), the clear width of an aisle in millimetres shall be not less than the greater of 1,100 or the product of the number of seats served by that aisle and 6.1,
 - d) the width of an aisle is permitted to be reduced to not less than 750 mm when serving 60 seats or fewer,
 - e) dead-end aisles shall not be longer than 6 m, and
 - f) except as provided in Sentence (3), when the occupant load exceeds 200 persons,
 - i) the seats in a row shall be fastened together in units of no fewer than 8 seats, or
 - ii) where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together.
 - g) the distance to an exit door by means of any aisle shall be not more than
 - i) 30 m in the case of an assembly occupancy that is not sprinklered, or
 - ii) 45 m in the case of an assembly occupancy that is sprinklered, and
 - h) every aisle shall terminate in a cross aisle, foyer or exit and the width of the cross aisle, foyer or exit shall be at least the required width of the widest aisle that it serves, plus 50% of the total required width of the remaining aisles that it serves.
2. When nonfixed seats are provided in outdoor places of public assembly,
 - a) aisles shall be located so that there are not more than 15 seats between every seat and the nearest aisle, and
 - b) the clear width of an aisle in millimetres shall be not less than the greater of 1,200 or the product of the number of seats served by that aisle and 1.8.
3. When nonfixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall be not less than
 - a) 1,400 mm where seating is arranged on both sides of tables (back to back), or
 - b) 1,000 mm where seating is on one side only.
4. The arrangement of nonfixed tables and chairs shall conform to NFPA 101®, “Life Safety Code®.”

Cooking or warming

Cooking appliances may be used with the following provisions:

Tents

1. Tents must be CAN/ULC-S109-M Flame Resistant certified.
2. Tents used for cooking shall be a min. of 3 m from any other non-cooking tent, canopy or building.
3. Cooking appliances must conform to ULC standards and be CSA certified.
4. No “open flame” cooking appliances are permitted in tents.
5. Sterno fuel may be used for warming trays.
6. Any cooking that may produce grease laden vapours is not permitted to be located inside a tent, unless the requirements of NFPA 96 are met.
7. If NFPA 96 requirements are not met, appliances shall be located outside of tents and may be protected from weather by a non combustible cover no larger than 2.5 M². in total area. These appliances must be placed so that they are a minimum of one meter (1m) from the outside tent wall and protected from public access (fenced or barricaded).
8. Microwaves, food warmers and chafing dishes are permitted inside tents.
9. The surfaces, on which cooking and/or warming appliances are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
10. Appliances must be placed on a stable base to limit the risk of the appliance tipping.
11. A one meter (1m) clearance surrounding the appliance shall be maintained for the safe movement of public and staff.
12. If required, all extinguishers must be commercial grade with proof of purchase date within last year or updated annual inspection tag.
13. Fire protection shall be provided with any tent utilizing cooking/warming devices, a 2A-10BC extinguisher and a lid for smothering
Note: For multiple devices, one 2A-10BC extinguisher per tent is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area
14. All staff must be trained on the Fire Safety Plan specific to each business location.
15. Egress routes to exits shall be at least one meter (1m) in width and shall be kept clear at all times.

Canopies

1. Canopies shall be CAN/ULC-S109-M Flame Resistant certified.
2. Canopies shall be cleaned prior to set up.
3. A maximum of 10 cooking canopies or one 30m long row of cooking canopies will be allowed. Each 30m row of cooking canopies will be separated from adjacent rows by 3m. Cooking booths are not allowed in back to back rows.
4. Canopies used for cooking shall be a min. of 3 m from any other non-cooking tent, canopy or building.
5. A maximum of two (2) cooking appliances that may produce grease laden vapours are permitted per canopy space measuring 3 X 3 m.
6. There shall be a vertical clearance of one meter (1m) from the cooking appliance to the ceiling.
7. The public are not allowed to be under canopies being used for cooking and cooking devices shall be isolated from the public by a minimum 1 M from the front of the booth or provide a sturdy mounted separation shield.

8. The surfaces, on which cooking/warming devices are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
9. Appliances must be placed on a stable base to limit the risk of the appliance tipping.
10. If required, all extinguishers must be commercial grade with proof of purchase date within last year or updated annual inspection tag.
11. Fire protection shall be provided with any canopy utilizing cooking/warming devices, a 2A-10BC extinguisher and a lid for smothering

Note: For multiple devices, one 2A-10BC extinguisher per canopy is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area.

12. A greater level of fire protection shall be provided with any canopy utilizing cooking/warming devices producing grease laden vapours. Each device must meet one of these two (2) requirements:

- a “K Class” fire extinguisher and a lid for smothering,
- an approved automatic extinguishing system (AES).

Note: For multiple devices, one “K Class” extinguisher per canopy is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area.

13. All devices producing grease laden vapours must maintain 1m clearance to a canopy wall or drop down side.
14. Barbeques must be .5m away from canopy side and 3m from all combustible construction
15. Any additional requirements will be determined by the Calgary Fire Department for each event.

Inspection of the event

In order to maintain compliance with Fire and Life Safety requirements, periodic inspections may be conducted by a LFD SCO. These inspections may include:

- A walk-through inspection with the Events coordinator and a LFD Fire SCO during the move-in/set-up period.
- Any deficiencies noted shall be corrected immediately or within the time frame agreed upon.
- Once the Event has opened, daily visits by a LFD SCO may be conducted.
- Cooking locations may be spot checked by a LFD SCO and requirements will be strictly enforced.(See “Cooking”)
- During the closing (move-out) and removal of materials used in the Event, a LFD SCO may inspect for emergency access, exiting and hazards.

Onsite Fire Safety Codes Officer

At the discretion of the LFD, one or more CFD SCO(s) may be required to be present at the event. If a LFD SCO is used, the event will be billed at the current LFD rates.

Event interruption/shutdown

Upon finding any unsafe act or condition or any act or condition that constitutes imminent danger, the Lethbridge Fire Department has the authority to stop the event until such condition is corrected.

Event information sheet

Event name:

Venue name:

Venue address:

Event date(s):

Event time(s):

Setup date: move out date:

Description of event:

Maximum estimated number of attendees:

Event coordinator contact information:

Name:

Address:

Contact Information:

Phone:

Cell:

Fax:

E-mail: