

## ***MENLO PARK FIRE PROTECTION DISTRICT GUIDELINE FOR PUBLIC ASSEMBLAGES AND EVENTS***

**SCOPE.** This guideline applies to 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 2019 California Fire Code.

### **DEFINITIONS**

**Deep Frying** - Any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.

**Flambé Cooking** - Any cooking operation whereby the product is prepared by applying a flammable or combustible liquid onto a cooking surface and igniting it.

### **GENERAL REQUIREMENTS**

All vendors and participants of the event shall be provided copies of the following requirements:

**Vehicle Protection.** At locations where normal city streets are closed off for an 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 20-foot 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 the public.

**Fire Extinguishers.** Fire extinguishers shall be provided and meet the following requirements:

1. 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.
2. Fire extinguishers shall be mounted adjacent to the exit from booths or exhibits and

**Separation Distances.** Cooking booths, mobile food trucks 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 clearance of 18 inches 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:

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

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

1. Fuel tanks for butane and propane cooking appliances shall be limited in size to 10-gallon water capacity.
2. Fuel tanks shall be located outside the booth/exhibit. Tanks are prohibited inside booths/exhibits.
3. Fuel tanks shall be protected from damage and secured in an upright position.
4. Storage of tanks shall not exceed two,15-gallon water capacity tanks for each cooking appliance.
5. All tanks shall have an approved shut off valve.
6. All appliances shall have a fuel control and shut off valve.
7. Fuel supply shall be shut off at the tank when not in use.
8. Hoses and connections shall be approved for use with the appliance and type of fuel used.
9. 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:

1. Charcoal/Wood Barbecue cooking is prohibited inside booths/exhibits.
2. Located away from public access. There shall be a minimum 10 ft distance from any booth/exhibit or permanent structure.
3. Only commercially sold charcoal fuel may be used.

4. 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:

1. The cooking area shall not be accessible to the public.
2. Deep Fat/Flambé Cooking operations shall be located outside booths, exhibits and tents and shall be no closer than 18 inches from combustible materials.
3. A minimum 18-inch clearance shall be provided between deep fat frying appliances/woks and open flame stoves.

### **MORE THAN 1,000 ATTENDEES THE FOLLOWING ADDITIONAL ITEMS APPLY**

#### **Crowd Manager**

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

#### **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.

#### **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:
  - a. The occupancy assembly point.
  - b. The locations of fire hydrants.
  - c. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Exterior areas for assisted rescue
  - g. Manual fire alarm boxes
  - h. Portable fire extinguishers
  - i. Occupant-use hose stations
  - j. 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.

### **PLAN CHECK SUBMITTAL**

1. A completed Event Application
2. Fees (due at submittal)
3. Two sets of documentation and a site plan showing the following:
  - a. Location of event access points
  - b. Location of on-site event staff
  - c. First aid stations (if provided)
  - d. Road closure points and K-Rail placement
  - e. Fire lane and fire hydrant locations
  - f. Layout of midway
  - g. Location of vending booths
  - h. Locations of food service booths and/or food trucks
  - i. Locations of power sources or generation of fuel supply (if needed)
  - j. Location of portable fire extinguishers