Clark-Cowlitz FIRE RESCUE	Fire Code Standard Special Events	
	Date: 01-04-2021	Number: 3 - 1

Purpose:

This guideline has been developed to familiarize event promoters, sponsors, organizers, vendors and other agencies with information regarding special event procedures and general fire safety regulations that are enforced by Clark-Cowlitz Fire Rescue (CCFR), Fire Prevention Bureau.

Scope:

The CCFR defines a special event as an event that occurs at a building, facility, park, or other location that is different than the intended use. Regulated items include, but are not limited to the following: fire lanes and public safety access, tents and temporary membrane structures, fireworks, pyrotechnics, open flames, theatrical flame or laser performances, occupant loads, exiting, egress, use of decorative materials and finishes, use and storage of fuel type equipment and crowd management.

Guideline:

Prior to Fire District review, special events applications shall be submitted directly to the appropriate City/County department where the event will take place. The City/County will coordinate the review of the application by all appropriate agencies, including the CCFR. Below are contacts and direct links to the appropriate agency for review.

City of La Center – 360.263.7665

www.ci.lacenter.wa.us

City of Ridgefield – 360.887.3908

www.ci.ridgefield.wa.us

City of Woodland – 360.225.7299

www.ci.woodland.wa.us

For convenience , CCFR's most common and general Special Event Conditions are listed below. **This list is not intended to substitute for the required application process. Any specific Fire Code Permit Application is required to be submitted directly to CCFR.** Applications, plans and any required fees shall be submitted to CCFR a minimum of 30 days prior to the scheduled event.

1. **Public Safety Plan**: A Public Safety Plan shall be prepared and maintained on site for all special events. The plan shall identify areas where smoking shall be prohibited to prevent the ignition of brush or other combustible materials. Also, row seating greater than 200 shall be fastened together in groups of three or more and noted on the plan.

2. **Emergency Vehicle Access:** A 20 feet clear emergency vehicles access road shall be provided and maintained for the duration of the event. The emergency vehicles access road shall be unobstructed by guest and staff vehicles. Road barriers shall be movable by one person without special knowledge or extraordinary effort.

3. **Fire Protection Equipment and Systems:** Fire hydrants, fire extinguishers and fire protection components shall be maintained operational and accessible at all times. A serviced 2A:10BC minimum rated fire extinguisher shall be provided and mounted in all areas not to exceed 75 feet of travel. Other fire extinguishers and equipment may be needed as required by the Fire Code.

4. **Cooking:** Concession stands used for cooking shall have a 10 feet clearance on two sides and a serviced 2A:10BC minimum rated fire extinguisher. Deep-fat fryers shall be provided with a serviced class K rated fire extinguisher within 30 feet of the fryer. Portable barbecue grills shall be located at least 10 feet away from the public, concession stands, buildings and combustible storage areas. Barriers shall be provided to separate the public from all cooking operations.

5. **Propane:** Propane cylinders shall be stored in the upright position and shall be secured to prevent movement. Propane storage shall be in a secure non-public accessible exterior location.

6. **Generators:** All generators shall be isolated from the public by a fence or other enclosure. Each generator shall be provided with a serviced 2A:10BC rated fire extinguisher. Generators shall be located with a minimum 10-foot clearance to combustibles.

7. **Crowd Managers:** Trained crowd managers shall be provided for indoor and outdoor events where more than 500 persons congregate at the same time. A ratio of one crowd manager for each 250 persons is required, unless otherwise approved. Crowd managers may be assigned law enforcement personnel or staff members. Crowd manager information and training is available online at http://www.iccsafe.org. Training shall be documented and maintained onsite.

8. **Safety Personnel**: A dedicated Fire Watch and/or Fire District Fire Prevention Safety Officer shall be required when it is essential for public safety due to the nature of the event, activities, and the number of persons attending. CCFR staff will provide the applicant notification when safety personnel are required. The costs for safety personnel and permits shall be the responsibility of the applicant. Additional Fire District Fire Watch requirements are available online.

9. **Electrical Permit:** All temporary electrical systems shall be permitted in accordance with the local building and safety department and maintained in accordance with the National Electrical Code.

10. **Tent Permit:** A tent permit shall be required and obtained from CCFR for tents over 400 square feet and canopies over 700 square feet. A total square footage shall be calculated for multiple tents and canopies without a minimum of a 12 feet separation. A Fire Code Permit Application and Fee information is available online. A CCFR Prevention Safety Officer shall be required when the occupant load inside the tent is greater than 500.

11. **Open Flame and Candle Permits**: An open flame and candle permit shall be required and obtained from CCFR in connection with assembly areas, religious activities and performances.

12. **Fireworks Display Permit:** A Washington State Pyrotechnic Operator License shall be required to submit and obtain CCFR fireworks display permit.

13. **Temporary Places of Assembly Permit:** An assembly permit shall be required and obtained from CCFR for indoor or outdoor events where 1000 or more persons are expected to congregate AT ONE TIME. These type of events may include but are not limited to concerts, carnivals, fairs, festivals, parades, sports events, fundraisers, political rallies, religious activities, trade shows and exhibits.

14. **Contact Information:** It is the applicant's responsibility to obtain all required permits from CCFR in addition to the Special Event Permit issued by the City. Additional permit fees and fire safety information is available at www.clarkfr.org or by calling the Fire Prevention Bureau at (360) 887.4609.