

Outdoor Festival and Special Event Guidelines

Poudre Fire Authority

Fire Prevention and Community Risk Reduction



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

Poudre Fire Authority

Fire Prevention and Community Risk Reduction

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Purpose

These guidelines provide information regarding fire and life safety requirements for outdoor festivals and special events; and to establish the responsibilities for event promoters, sponsors and vendors. This document also provides information regarding the fire and life safety regulations that will be enforced.

The Poudre Fire Authority (PFA) views the safety and success of outdoor festivals and special events as a team effort. The more awareness each member of the team has of the roles and responsibilities for fire and life safety the greater the efficiency and success of the festival or event.

Roles and Responsibilities

Event Sponsor

The event sponsor assumes overall responsibility for the set-up and operation of the festival or special event and ensures compliance with all fire and life safety guidelines and requirements. The Event Sponsor shall:

- Secure the proper permits from the City of Fort Collins, Larimer or Weld Counties or the State of Colorado.
- Seek approval from Poudre Fire Authority through the city or county special event permit process or directly with the Poudre Fire Authority. These may include fireworks display, flame effect, and tents.
- A site plan must be provided, whether through the City/County permit process or directly to PFA. The site plan must include:
 - The name of all streets and areas that is included in the event
 - The location of emergency apparatus access lanes (minimum of 20-0 feet unobstructed width)
 - The location of stages, non-food booths vendors, food vendors and display areas
 - Locations of emergency exits
- **The Event Sponsor shall distribute to each Hot Food Vendor a copy of the requirements for Hot Food Vendors**

Event Vendors

Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to ensure compliance with Fire and Life Safety regulations. The event vendors shall:

- Keep Fire Lanes, Fire Department Connections and building access clear and unobstructed.
- Read, and comply with the PFA Hot Food Vendor Booth Requirements.

- Be prepared, at any time, for a fire inspection.
- Correct any violations prior to opening for business.
- Maintain all Fire and Life Safety requirements for the duration of the event.

Fire Department Special Event Staff

Fire Department Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to ensure compliance.

The fire department inspections may include, but not be limited to the following:

- Hot food vendor booths
- Fire department access
- Access to hydrants, fire department connections, and fire control rooms
- Event egress
- Generator placement
- Propane tank size, placement, and security
- Pyrotechnics and open flame effects
- Tents requiring a permit

Fire Department Access

During large events it is especially important to maintain access for emergency response vehicles (fire engines, ambulances, police cars). To ensure a safe event, all fire access code shall be enforced.

Access thru the event

- An emergency access path of no less than 20 feet wide shall be maintained free and clear of all immovable objects on streets and fire apparatus access roads at all times during the event. Roadblocks may be placed on public streets to prevent traffic from crossing but cannot block emergency travel. If roadblocks are used ensure staff is available to remove barricade should emergency travel be necessary.
- The minimum unobstructed height for fire apparatus access is 13 feet six inches.
- Fire Lanes in excess of 150 feet, with no exit, shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access /No Parking

Access to buildings

As required by the Fire Department, access to building openings and walkways shall be provided. The width of the access shall be determined by the Fire Department.

- Access to buildings will vary depending upon the building and its location.

- Access to the following building features shall not be obstructed:
 - All exterior doors and openings
 - Fire control rooms
 - Parking structures
 - Fire department connections

Access to water Supplies

- Access to fire hydrants shall be maintained clear and unobstructed
- Fire hydrants shall not be obscured from visibility
- A clear space of three feet measured from the top/center of the hydrant shall be maintained in all directions.

Event Egress

Fenced Events

- These events typically occur in parks, open spaces, parking lots, etc. The designated area for the event is closed off by temporary fencing or barricades.

Number of Exits:

- The number of exits shall be in addition to the main entrance. The occupant load is determined with the following formula: length x width divided by five= the occupant load

Occupant load of 1-500 requires two (2) exits

Occupant load of 501-1,000 requires three (3) exits

Occupant load of in excess of 1,000 requires a minimum of four (4) exits

Exit spacing

- Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than 200 feet of from any area within the fenced in area.

Exit Dimensions

- Exit width shall be equal to a panel's width of the temporary fencing and shall provide an opening of no less than 48 inches wide and 84 inches high.

Exit Staffing

- Each exit shall have a member of the event staff or security assigned and posted to it. The event sponsor shall provide a gate assignment roster upon request. Staff will have communication tools available.

Exit identification

- Each emergency exit shall be identified by use of approved exit signs that are placed on both sides of the exit on the interior side of the fence.

Crowd Managers

- Events of more than 1000 people may require the use of trained crowd managers. The number of crowd managers shall be determined by the Poudre Fire Authority. Duties of the crowd managers shall include, but are not limited to:
 1. Conduct an inspection of the area of responsibility and address any egress barriers and fire hazards identified.
 2. Verify compliance with all permit conditions, including those governing pyrotechnics and special effects.
 3. Direct and assist the event attendees in evacuation during an emergency.
 4. Assist emergency response personnel where requested.
 5. Other duties specified by the Fire Marshal or Safety Plan.

Hot Food Vendor Booth Requirements

The following fire safety requirements apply to individual vendor freestanding booths. Cooking within tents that contain seating is subject to additional requirements and restrictions noted under the section titled Tents and Canopies. All food vendors are subject to inspection prior to a festival or event. Failure to comply with the following requirements may result in closure of the individual food booth until reasonable compliance is achieved.

Location of Cooking Equipment

- Cooking activities that involve use of grease producing equipment or equipment with open flames shall not be located under tents or canopies.
- All public access to cooking equipment must be restricted by a minimum of 24 inches clearance.

Portable Fire Extinguishers

- A portable fire extinguisher shall be provided for each food booth. Fire extinguishers shall have a minimum UL rating of 2A10BC, which generally is accomplished by a five-pound multi-purpose fire extinguisher. If cooking involves the use of a deep fat fryer, a Type K wet chemical fire extinguisher shall also be provided. Fire extinguishers shall have a current service tag provided by a fire extinguisher service company or proof of purchase within the previous 12 months. Fire extinguishers shall be placed in an accessible and visible location near the cooking area.

Location

- Food booths that use open flame ranges, grills, griddles or fryers shall not be located within 10 feet of structures, non-food vendor booths, or carnival rides.

Gas Stoves

- All gas stoves and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA)

Deep Fat Fryers

- Deep fat fryers shall not be used inside of food vendor tents. Use of deep fat fryers shall be outside of tents and at least 18 inches from the outside wall or footprint of the tent or canopy, on a solid surface to prevent falling or tipping, and shall be located to limit contact by the public. If a fryer is used in conjunction with a barbeque the two appliances shall be located at least three (3) feet away from each other. Deep fat fryers also require the addition of a Type K wet chemical fire extinguisher. Deep fat fryers shall be provided with a metal lid to cover the hot oil in case of rain.

Bar-B-Ques and Charcoal cooking

- Barbeques shall not be used inside of food vendor tents. Use of barbeques shall be outside of tents and at least 18-inches from the outside wall or footprint of the tent or canopy, on a solid surface to prevent falling or tipping, and shall be located to limit contact by the public. If a fryer is used in conjunction with a barbeque the two appliances shall be located at least three (3) feet away from each other. Fuel for the barbeque shall be kept at least 10 feet away from the barbeque. Barbeques shall be located at least 10 feet from structures or combustible materials.

Fuel Tanks and Cylinders

- Hot food vendors are allowed one (1) propane or LPG cylinder per cooking appliance in use and one (1) spare cylinder per cooking appliance, not to exceed four (4) spare cylinders in any single vendor booth. Maximum size of propane tanks for vendor booths is 40 pounds. All fuel cylinders must be equipped with overfill protection devices and the hoses and piping between the fuel source and appliance must be in good repair. Fuel cylinders must be secured to prevent falling, securing cylinders to popup tent legs is not allowed. Fuel cylinders must be kept away from public access.

Smoking

- Smoking is not allowed at any time within a food booth, or within 25 feet of any fuel source, tank or cylinder

Generators

- Generators shall be located a minimum of 20 feet from tents or canopies. They shall be isolated from contact with the public in an approved manner. Refueling of hot generators is not allowed.

Vehicles

- All vehicles (not including mobile food trucks and trailers) must be out of the vendor area as soon as unloading and loading has taken place.

Mobile Food Vendors (food trucks)

The following fire safety requirements apply to food truck and trailers. All food vendors are subject to inspection prior to a festival or event. Failure to comply with the following requirements may result in closure of the individual food booth until reasonable compliance is achieved.

Location

- Mobile food vendors shall not be located closer than 10' to any structure, or any other food truck/trailer.
- Mobile food vendors shall not block access to and fire hydrant, fire department connections (FDC's) or designated event fire lanes.
- Mobile food vendors shall not obstruct entrances or exits from buildings
- Exits of mobile units shall not be obstructed

Electrical

- No extensive use of extension cords
- Breaker boxes and junction boxes shall have proper covers
- All wiring must be in conduit
- Improper use of electrical accessories and overloading of circuits prohibited

Propane Cylinders

- A Maximum of two (2) 100 lb. propane cylinders are allowed
- All propane tanks must be DOT approved and within requalification date. Painting of tanks that obscure tank manufacturing or qualification information is not allowed.
- All tanks must be securely mounted to the exterior of the vehicle in such a way that would prevent the tank from detaching from the vehicle in the event of a crash.
Tanks are not allowed in the following areas:
 - On the front or exterior sides of vehicles
 - Below the lowest part of the vehicle frame
 - Inside the passenger compartment or in improperly vented beds or trunks of vehicles.
- Fuel systems shall be shut OFF when the vehicle is in motion

Ventilation Systems

- Enclosed vehicles must be equipped with a working ventilation system that meets the requirements of NFPA 96 chapter 5. This ventilation system must be in operation any time cooking equipment is being used.

Kitchen Hood Suppression Systems

- When required, a kitchen hood suppression system shall be installed, and shall be inspected every six months.

General Fire Safety Requirements

- All mobile food vendors must be equipped with a working UL listed carbon monoxide detector.
- All mobile food vendors must be equipped with a working UL listed flammable gas leak detector, compatible with the fuel system being used (propane or natural gas)
- All mobile food vendors must be equipped with signage indicating “NO SMOKING” inside and outside, and “EMERGENCY SHUT OFF” at the location of the propane shut off for the vehicle.
- Generators must be securely mounted as not to impact propane systems or extend into the public right of way.

Performances with Fire and Pyrotechnics

Performances with fire or flame effects include fire breathing, fire juggling, and use of other fire props during a performance for a proximate audience. Any performance involving fire or flame requires a permit. The person(s) conducting the show are required to apply for a permit with the Poudre Fire Authority. To apply for a flame effect permit, please visit: <https://www.poudre-fire.org/online-services/apply-for-permits/flame-effect-permit/-fsiteid-1>

Any use of fireworks and pyrotechnics also requires a permit from the Poudre Fire Authority. A certified Pyrotechnic Operator must complete the application. To apply for a fireworks or pyrotechnic permit please visit: <https://www.poudre-fire.org/online-services/apply-for-permits/fireworks-display-permit/-fsiteid-1>

Tents and Temporary Membrane Structures

Any tent or air supported membrane structure greater than 400 square feet requires a tent permit. Any canopy over 700 square feet also requires this permit. The application for a tent permit can be found at: <https://www.poudre-fire.org/online-services/apply-for-permits/tent-permit>