

# Wellington Fire Protection District

## SPECIAL EVENT GUIDELINES



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## Safety Guide for Event Planning

The Deputy Fire Marshal of the Wellington Fire Protection District (WFPD) has developed this guide to assist event planners with fire and life safety requirements for special events. To ensure compliance with applicable requirements, the contents outlined in this guide are intended to assist during the initial stages of planning.

***The information contained in this guide should not be considered all-inclusive and WFPD may require additional safety measures not covered in this guide.***

### When is a WFPD Special Event Permit required?

A WFPD permit is required for any event which temporarily deviates from normal use of the building/site and outdoor location. Examples of a Special Event include receptions, reunions, celebrations, exhibits, buildings, block parties, festivals, parades, etc. If the planned attendance is for fifty (50) or more people, the event will require a WFPD permit. (2018 IFC Amended 105.6.36)

In addition to a WFPD permit, other permits or documentation may be required for the special event. Fireworks, mobile food vendors, tents, membrane structures both temporary and permanent require additional permits and inspections. The Town of Wellington and Larimer County have separate special event applications and requirements that must be submitted for the WFPD Special Event application to be processed or considered.

### What do I need to apply for a WFPD permit for a special event?

The WFPD special event application is available at [www.wfpd.org](http://www.wfpd.org) or at the administrative office in Wellington. **A special event permit must be submitted at least sixty days PRIOR to the event date.** Applications that are submitted with less than sixty days may be subject to additional review fees or denial.

- ✓ Identify a Designated Representative as the primary point of contact for the duration of the application/permit/event
- ✓ Complete WFPD Special Event Application
- ✓ Complete Town of Wellington or Larimer County Special Event Application
- ✓ Create a Site Plan
- ✓ Identify and schedule road closures
- ✓ written Public Safety Plan
- ✓ Pay fees based on the most recent fee schedule (contact our office more fee schedule information)

## **Safety Guide for Event Planning**

### **The WFPD special event permit application has been submitted, what can I expect next?**

After all the required information has been submitted, WFPD will review the information and provide any comments, additional requirements and assess any necessary fees based on the most recent adopted fee schedule. Once the fees have been paid and a permit will be issued.

On the day of the event, an inspector will arrive at any time prior to and/or during the event to ensure life and safety code requirements are met. If the designated representative is unable to produce the necessary documentation or is deemed not compliant, the permit can be revoked, and the event cancelled.

This guide, any permits issued, and supplemental documents like the Public Safety Plan document will need to be posted at the event and immediately available for review. Print copies of this guide are available at the WFPD Administrative office.

WFPD recommends that a consultation is scheduled with our office several months in advance of the event to preplan and prevent unnecessary problems and/or potential cancellation of all, or part, of the event.

### **What are some life and safety “tips” to help prepare for the consultation?**

*The following information contained in this guide should not be considered all-inclusive and WFPD may have additional life and safety requirements not presented in this guide.*

## **PUBLIC SAFETY PLAN**

The written Public Safety Plan must be submitted at least 60 days before the event and should contain the following information:

- Name of the company sponsoring the event.
- Name and address of the facility/location holding the event.
- Contact information for the following people:
  - \* Facility points of contact (24/7)
  - \* Committee/Event Chairperson
  - \* Emergency Contact information
  - \* Weather monitoring contact (3106.4.2)
- The date and time of the event.
- Procedure for reporting emergencies to Fire/Rescue and Police Departments.
- Procedure for communicating with committee and personnel.
- Applicable Material Safety Data Sheet information.
- Site Plan (see attached example).

# **Safety Guide for Event Planning**

## **SITE PLAN**

A Site Plan is included with the Public Safety Plan. The Site Plan can be hand drawn or computer rendered. The following information is recommended on the Site Plan:

- ✓ Layout of the site and basic floor plans of facility(s).
- ✓ Location of all fire extinguishers.
- ✓ Location of corridors, pathways, and aisles.
- ✓ Location of all exits.
- ✓ Primary and secondary exit routes.
- ✓ Fire department and rescue access lane location(s).
- ✓ Location of the evacuation assembly area(s) outside the building.
- ✓ Areas marked with brief description of activities.
- ✓ Location of decorative displays.
- ✓ Location of portable power equipment.
- ✓ Location of any fuel cylinders, tanks, and equipment (portable heaters, cooking equipment, etc.)
- ✓ Location of tents/air structures.
- ✓ Seating arrangement and aisles, to include aisle width.

## **DECORATIONS**

- Decorations, fabrics, draperies, etc., shall be either flame retardant from the manufacturer or a flame-retardant material will be applied per code requirements.
  - \* Documentation of the flame-retardant material used and/or flame spread certificates must be submitted with the permit application and available to the WFPD representative on site at the time of inspection prior to the event. Most reputable rental companies or venues will have these certificates available and ensure the proper documentation is obtained company/manufacturer/artisan who applied retardants to custom items.
- Decorations shall not obstruct or hang from any fire protection devices (fire sprinkler system, emergency lights and/or fire alarm).
- Decorations shall not obstruct or hang from any exit signs or means of egress.
- Decorations hung on the wall shall not cover more than twenty percent (20%) of the wall.
- All decorations hung from the ceiling shall be approved by WFPD in advance.

## **Safety Guide for Event Planning**

### **FIRE DEPARTMENT ACCESS/FIRE EQUIPMENT**

- Fire/Rescue Department access shall be always maintained.
  - \* Designated permanent or temporary fire lanes and/or rescue access lanes shall remain free from any obstruction.
  - \* Vehicles obstructing these access routes will be ticketed and/or towed.
- Temporary Road or lane closers must be approved by WFPD prior to approving the event. WFPD approval for road closures is required BEFORE contacting the Town of Wellington to close the road.
- Parking within three (3) feet of a fire hydrant is prohibited.
- Fire alarm panels, fire sprinkler heads, fire department hose connections, pull stations, audible and visual alarm devices, and fire extinguishers shall not be obstructed from view or operation.

### **EXITS**

- Total available exit width shall meet established requirements for the desired occupant load. Total exit width required from a building/area/tent and total occupant load shall be determined by the WFPD.
- Exit signs shall be always clearly visible and free from decorative materials or other type objects.
- Exits and exit pathways shall not be obstructed.
- Roping or chaining exit doors closed or open is prohibited.
- All means of egress corridors, aisles, pathways, etc., shall always remain free of obstruction.
- Tripping hazards in the path of travel shall be removed.

# **Safety Guide for Event Planning**

## **ELECTRICAL SAFETY**

- All light strings, lighting decorations, extension cords and electrical appliances shall be tagged with a UL® or FM® rating.
- Only heavy-duty extension cords of required electrical capacity can be used.
- Extension cords shall be intact and in good condition.
- Extension cords shall not be plugged together to make them longer.
- Extension cords shall not go through wall(s) or ceiling(s) or under floors.
- Extension cords shall be taped down or otherwise secured to minimize tripping hazards.
- Multi-plug adapters shall not be used, with the exemption of approved surge protection devices and multi plug adaptors of the fused type.
- Generators shall have 20ft separation from tents or combustible material
- Generators shall be isolated from contact with the public

## **SMOKING AND OTHER OPEN FLAME DEVICES**

- Open flame devices are prohibited unless approved by the WFPD
- Candles, lanterns, pyrotechnics (fireworks) and other open flame devices are prohibited in any building unless approved by WFPD
- Smoking areas must be designated by, and established at, the discretion of WFPD
- “No Smoking” signs must be posted inside the building.
- Flammable/combustible liquids/gases and other hazardous, or potentially hazardous, materials shall be removed as directed by WFPD.

## **SPECIAL EFFECTS AND MUSIC**

- All music and audio-visual special effects shall turn off in the event of a fire alarm activation or emergency.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility unless authorized by the WFPD.
- Fireworks and most other pyrotechnics will require authorization by the WFPD and additional permits and inspections.



# **Safety Guide for Event Planning**

## **COOKING**

*Food trucks and mobile food vendors require a valid Operational Permit. Mobile food vendors are required to have a fire department inspection to receive an Operational Permit for food trucks. Mobile food vendors that cannot produce a valid Operational Permit will not be allowed to participate in the event.*

- All outdoor cooking grills (propane or charcoal) shall be no closer than twenty (20) feet from any building or combustible material.
- Propane tanks shall not be stored or used under or inside of tents. All propane tanks shall be kept a minimum of fifty (50) feet from any tent or air supported structure.
- Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, must be approved by WFPD.
- Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of twenty (20) feet (6096 mm).
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty (20) feet (6096 mm) of a tent, canopy, or membrane structure.

## **TENTS AND AIR SUPPORTED STRUCTURES**

- Tent locations shall be approved by the Deputy Fire Marshal or WFPD representative
- Additional permit required for tents having an area more than 200 sq ft.
- There must be at least 12 feet of clearance between tents or from other structures
- The total area of multiple tents/canopies placed side-by-side, shall not exceed 700 sq. ft
- Tents, membrane structures and canopies must be anchored or weighted to withstand elements of weather and prevent collapsing. Suggested weight is no less than 20lbs per corner post.

## **SEATING**

- A seating arrangement plan shall be submitted to the WFPD for approval.
- Exit access routes between seating/tables shall be a minimum of thirty-six (36) inches clear width
- Access routes shall always remain unobstructed.

# **Safety Guide for Event Planning**

## **FIRE PROTECTION SYSTEMS**

- Fire protection systems shall not be turned off or otherwise rendered ineffective unless approved by WFPD.
- A fire watch may be required in special circumstances at the discretion of the WFPD
- Fire extinguishers shall be readily available in all buildings, tents, and other areas

## **HEATING EQUIPMENT**

- Fuel gas cylinders shall be located outside of tents/buildings and shall be protected and secured as required by WFPD.
- Portable heating equipment type, and placement shall be approved by WFPD.

## **OTHER**

- Indoor trade shows, craft fairs or exhibits – Appendix N
- Trained crowd managers are required for events of 500 people or more – N103.3. There shall be a trained crowd manager for every 250 occupants. Crowd manager certification classes can be taken online for approximately \$20. Consult with the Fire Marshall prior to taking a Crowd Manager course to ensure the certification will be acceptable.
- Platforms, stages and bleachers should be included in your site plan and have specific safety requirements depending on the size and location
- We highly recommend all volunteers; crowd managers and event planners take the following FEMA National Incident Management Systems training:

ICS-100: Introduction to the Incident Command System

ICS-700: National Incident Management System, Introduction

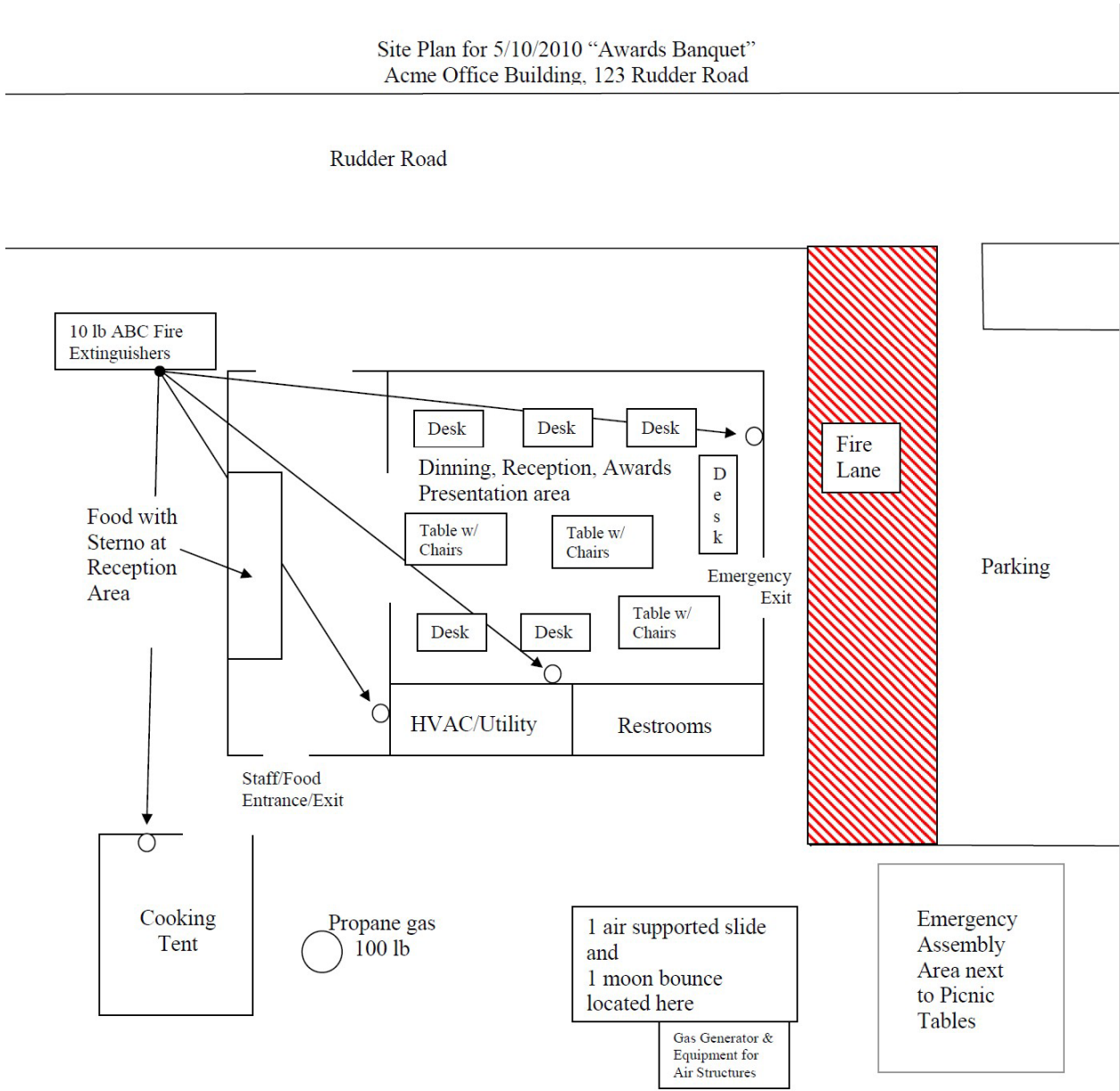
<https://training.fema.gov/nims/>

These two courses are offered on the FEMA website at no cost and take 1- 3 hours to complete each.

Wellington Fire Protection District (WFPD) would like to thank everyone for their cooperation in assisting us with planning for a safe event. If you have any questions or assistance, please to contact our Administrative offices.

# Safety Guide for Event Planning

## SITE PLAN EXAMPLE







# Wellington Fire Protection District

## APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
Event Name \_\_\_\_\_  
Event Location \_\_\_\_\_ Sponsor \_\_\_\_\_  
Onsite Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Responsible Party \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: outdoor assembly event where planned attendance exceeds 50 persons; carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

### Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

# _____ Dimensions _____ x _____	Square Feet _____
# _____ Dimensions _____ x _____	Square Feet _____
Total Square Feet _____	

Description of event: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

**ATTENTION!** Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.