



# Special Event Guidelines 2022



# Agenda

- Introductions
- Brief History
- Applying for a permit
- Public Safety Plan
- Site Plans
- Road Closures
- Tents and Membrane Structures
- Crowd Managers
- Education and Certifications
- Recap
- Questions



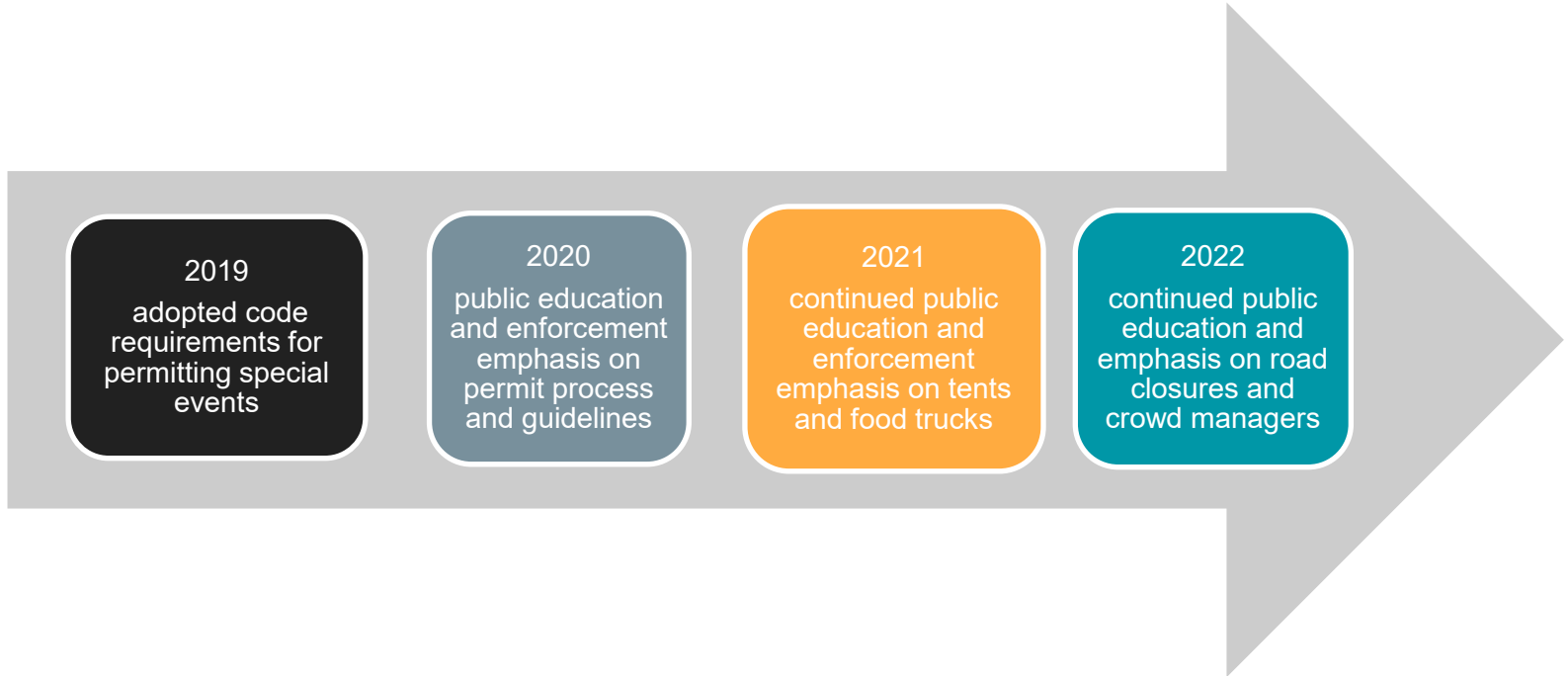
# Why did we create the guide?

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 presentation and material should not be considered all-inclusive*

**WFPD may require additional safety measures not covered in this guide.**

# A history of public education....



# When do I need a special event permit?

any event which temporarily deviates from normal use of the building/site and outdoor location

*attendance is for fifty (50) or more people*

**Fireworks, mobile food vendors, tents, membrane structures both temporary and permanent require additional permits and inspections**

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



# WFPD Special Event Permit Success



- Submit at least 60 days prior to the event
- **Single point of contact**
- Complete WFPD Special Event Application with the correct physical address
- Complete other permit applications
- Create a Site Plan
- Identify and schedule road closures
- Create a written Public Safety Plan
- Pay fees
- Prepare for inspection

# Public Safety Plans

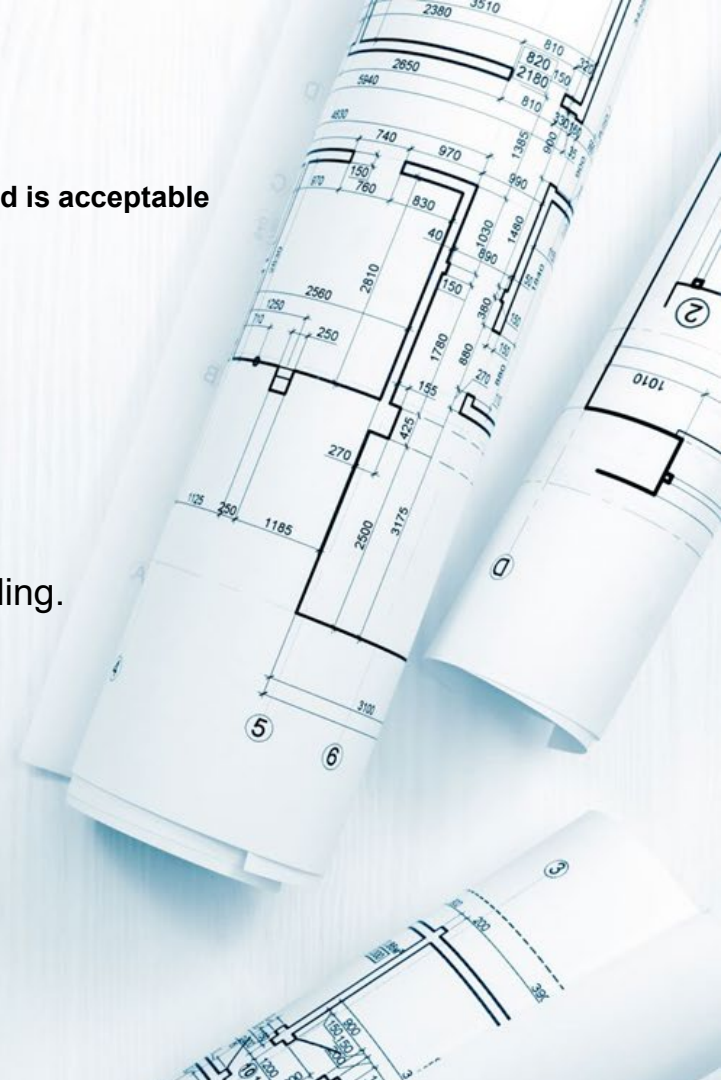
Submit at least 60 days prior to the event

- ✓ Name of the company sponsoring the event.
- ✓ Name and address of the facility/location holding the event.
- ✓ Contact information for the following people:
- ✓ Facility point of contact (24/7)
- ✓ Committee/Event Chairperson
- ✓ Emergency Contact information
- ✓ Weather monitoring contact and procedure for weather related events
- ✓ The date and time of the event.
- ✓ Procedure for reporting and addressing emergencies to Fire/Rescue and Police Departments.
  - (medical emergency, criminal events, active shooter, terrorism, smoke threats, and hazardous material)
- ✓ Procedure for communicating with committee and personnel.
- ✓ Applicable Material Safety Data Sheet information.
- ✓ Site Plan (see attached example).
- ✓ Escape plan

# Site Plans

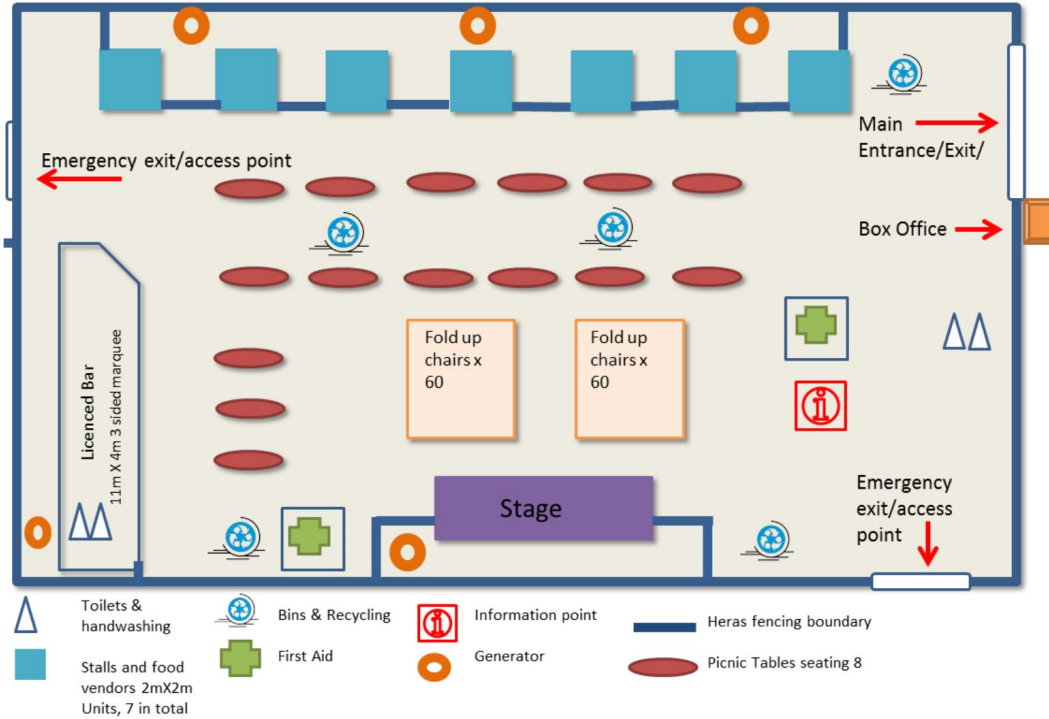
Submit at least 60 days prior to the event. Hand drawn or computer rendered is acceptable

- ✓ 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.



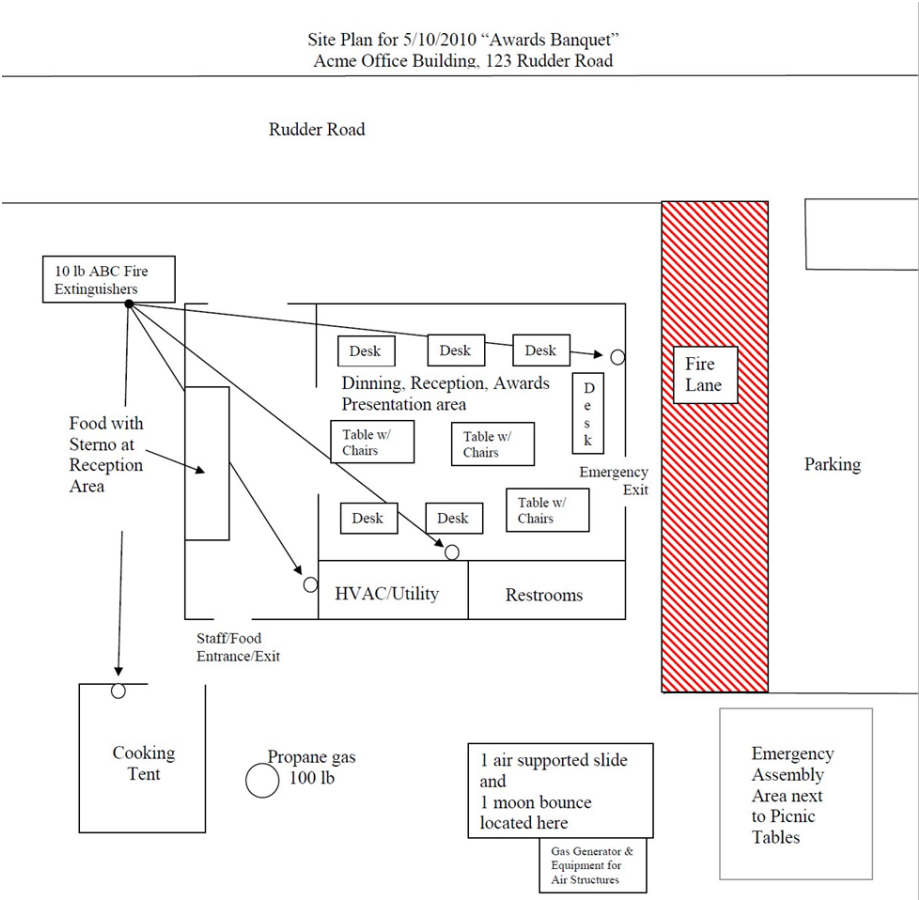


## Example Event: Site Plan



# Example Event: Site Plan

Site Plan for 5/10/2010 "Awards Banquet"  
Acme Office Building, 123 Rudder Road



# Road Closures

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 3 feet of a fire hydrant is prohibited
- Access lane must be at least 20 feet wide and unobstructed
- Closing Cleveland Ave is discouraged

# Food Trucks, Vendors and Cooking

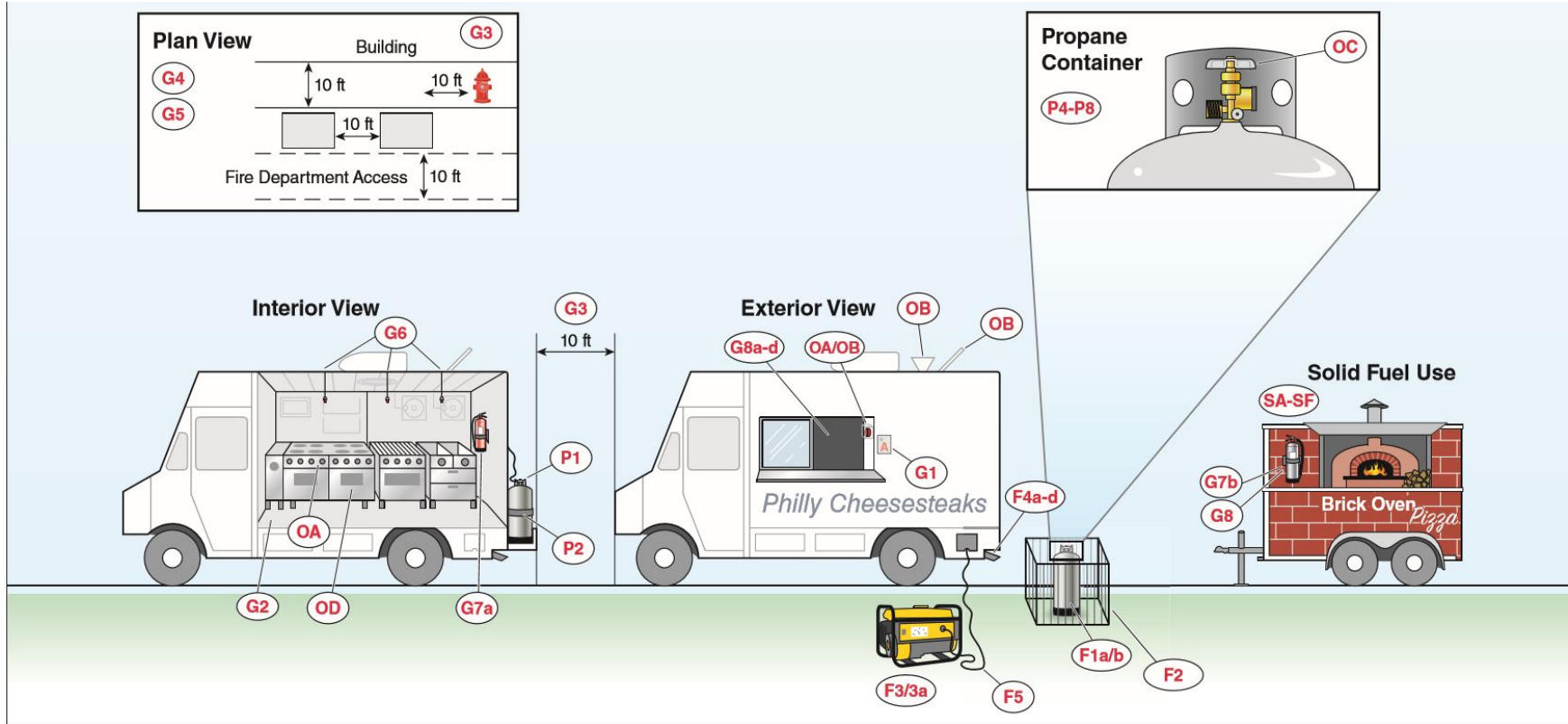
- Food trucks and mobile food vendors require a Operational Permit.
- Event coordinators are responsible to verify vendors have their Food Truck Permit/Fire Inspection prior to the day of the event
- **Food Truck Vendors who do not have a Fire Department approved operational permit will be asked to leave the event.**
- All cooking appliances need to be 20 ft from any building or combustible material
- No propane tanks in tents
- Propane tanks must be at least 50 ft from any structure or material

# Generators

- Generators must be at least 10 feet from any combustible material
- Generators must have a physical guard that is at least 3 feet from the generator, so it is isolated from the public
- Each generator shall be provided with an approved portable fire extinguisher with a minimum size of 2-A:10-B:C
- Extension cords and other trip hazards require covers, cover plates, or otherwise secured to minimize tripping hazards.



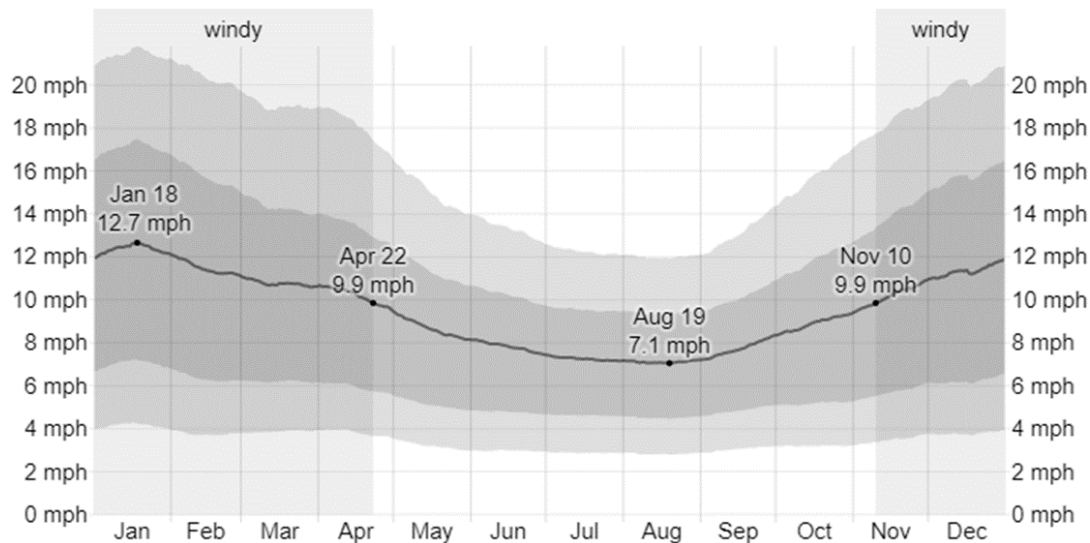
# Food Trucks & Generator Spacing



# Tents & Bouncy Houses

- Tent locations shall be approved by the Fire Marshal WFPD representative
- Additional permits and inspections are 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. **No less than 20 lbs. per corner post for a standard 10 x 10 tent is strongly recommended.**
- **STAKES ARE STRONGLY DISCOURAGED!!!!**
- Large tents & membrane structures require additional documentation including construction documents and fire retardant tag/certification/documentation.

# Wind in Wellington



The *windier* part of the year lasts for *5.4 months*, from *November 10* to *April 22*, with average wind speeds of more than *9.9 miles per hour*. The *windiest* month of the year in Wellington is *January*, with an average hourly wind speed of *12.4 miles per hour*.

The *calmer* time of year lasts for *6.6 months*, from *April 22* to *November 10*. The *calmest* month of the year in Wellington is *August*, with an average hourly wind speed of *7.1 miles per hour*.

# Tents & Bouncy Houses



# Tents & Bouncy Houses





# Crowd Managers

This has been a requirement since the adoption of the Fire Code in 2019 but has not been enforced. Due to the scale of events in recent years, WFPD will be requiring crowd managers.

- 1 crowd manager for every event regardless of size
- 1 crowd manager for every 250 people
- The event coordinator can serve as the crowd manager



Photo credit: Brian Graves –Gravenimages 2018

# Crowd Manager Responsibilities

403.12.3.3 Duties. The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.

- ✓ Conduct pre-event inspections to identify problems with exits and egress paths and ensure required fire systems are operational
- ✓ Use a portable fire extinguisher
- ✓ Guide the crowd in an emergency
- ✓ Recognize when to use protection strategies, including defend-in-place, evacuation or partial evacuation
- ✓ React to deteriorating weather conditions
- ✓ Identify problem attendees and how to respond once they're identified
- ✓ Coordinate with emergency responders

# Crowd Manager Training and Resources

403.12.3.2 Training. Training for crowd managers shall be approved.

While we cannot recommend any one specific vendor .....

**The Crowd Manager Training program,**  
created by Fire Marshal Support Services, was  
developed in conjunction with a committee of fire  
marshals and other public safety community  
professionals, including members of the [IAFC's Fire  
& Life Safety Section](#) (FLSS), and in compliance with  
fire code requirements.

# Crowd Manager Training and Resources

Contact the WFPD Deputy Fire Marshal prior to enrolling in a course if using one other than what is listed

## Crowd Manager Certification

Crowdmanagers.com

cost \$20 - 2 hours



# Event Coordinator Training and Resources

FEMA Incident Command Training – cost \$0, 2 hours per course

<https://training.fema.gov>

## **ICS 100, Introduction to the Incident Command System,**

Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

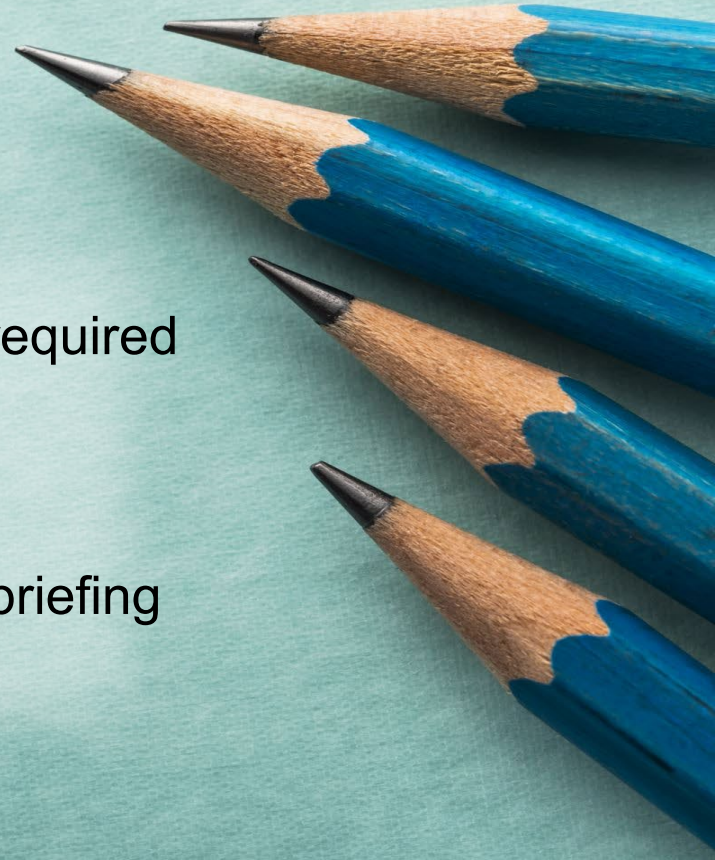
## **ICS 700, An Introduction to the National Incident Management System**

The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.



# Other

- Waivers
- Additional staffing for large events may be required  
(ex: Mud Drags, Bike races, 4<sup>th</sup> July)
- Counting the crowd  
(drone, ticket sales, etc.)
- Pre-planning consultation & Post event de-briefing



# Questions?

**Contact Deputy Fire Marshall**

**[epettit@wfpd.org](mailto:epettit@wfpd.org)**

**(o) 970-413-2508**

**(c) 970-218-6247**

