

# Fire and Life Safety Considerations for Event Planning

A guide



# Maintaining a safe venue

- Part of the responsibility for fire and life safety rests with those that plan, prepare and present these activities. This presentation aims to assist those committees in this task by providing a checklist of typical health, fire and safety issues that should be taken into consideration at the earliest stage of the planning process. **Fire and Life Safety will work with you to ensure a successful event.**
- **Safety and Security Officers will work with you to ensure that parking and security services have been addressed.**
- Not all issues presented in this presentation will be relevant to all activities but all shown have been taken into account during the course of routine past events and planning.
- If any of the pertinent questions prompt a negative response, those planning the activity should identify any issues and appropriate risk control measures can be formulated.

# Emergency Management



- Any building that is open during events could be crowded with people who have little or no knowledge about what to do in the event of an emergency

## *Requirements:*

- Staff sufficiently informed to be able to direct visitors to safety in the event of an emergency.
- Staff aware of the locations of fire and emergency alarms
- (Staff knows how to initiate an alarm and are aware of the actions to follow in the event of an alarm).
- Staff instructed to ensure that the number of people admitted to enclosed areas such as atriums, meeting rooms, lecture rooms, and the like does not exceed the number permitted for those spaces. For example, people are **not** permitted to sit or stand in the aisles in any lecture room or stadium.
- Access and egress routes are sufficient, well defined and kept clear at all times
- Occupancies including the public with greater than 500 in attendance (1000 for religious functions) must have trained NYS crowd managers in attendance at a ratio of 1 for every 250 occupants.

# Injury or Illness



- A staff member, participant or visitor that becomes ill or is injured during events may require immediate or prompt attention.
- Contact Security - **if severe call 911 directly**
- Staff are aware that all accidents, incidents, near misses and hazards must be reported to Safety and Security immediately

# Demonstrations, Inflatables, including hands-on involvement



- The highest possible level of care must be exercised to protect members of the community who attend practical demonstrations.
- Special care must be taken where members of the public are invited to participate in a demonstration and further care must be taken if children are involved. Children must be supervised at all times.
- Inflatables must be installed (ballasted) as per manufacturer's recommendations and positioned per Code requirements.
- A risk assessment of the locations, construction and stability of the proposed displays/ demonstrations /inflatables will be performed.
- Displays may be removed or relocated if appropriate measures cannot be implemented or maintained in the presence of members of the public.

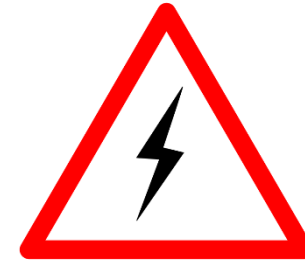
# Outdoor pursuits, displays and other activities



This section includes any outdoor activities, such as erecting/dismantling tents, displays or information kiosks.

- Tents, kiosks and outdoor displays that will be used are in sound condition and suitable for the purpose for which they will be used.
- Measures taken to ensure the stability of tents, kiosks and outdoor displays (This could include inherent stability based on appropriate design and construction, the use of suitable lashings, sand-filled bags and similar control measures). **Tents greater than 10 x 10 ft. will require a Town issued permit (\$60 fee).**
- Tents, displays and kiosks erected and dismantled only by trained/skilled persons.
- Contingencies made for extreme weather conditions, e.g. hot, cold, windy, storms need to be in place.

# If electrical power is required



- Suitably qualified persons are engaged to lay out and connect leads and cables
- The layout of leads and cables are checked by the safety officer (or other appropriate person) to ensure:
  - There is no risk of staff or visitors becoming entangled in the leads or cables (power cable traps , walk off mats, etc. should be used wherever practicable)
  - There are no tripping hazards
  - Appropriate physical protection has been provided to avoid damage to leads and cables
  - The leads and cables are connected to a residual current device, (safety switch) which is either part of the overall power circuit or a separate plug-in device

# Compressed Gas use



- Helium cylinders (commercial tanks) **must** remain secured to an approved gas cylinder cart during use or transport while on Campus property.
- NEVER edge roll a tank to move it.
- When not in use – regulator must be removed and the protective valve cover cap must be in place.
- When possible use disposable party helium tanks – less dangerous, no cart requirement.



# Open Flames



- Open flames (candles) are NOT allowed for events except for Fire Code referenced Religious or Ceremonial purposes and if allowed must follow use requirements.
- LED candles and tapers are allowed and should serve as a suitable replacement

# Recreational fires



- Fire pits are allowed - following the requirements for use.
- Reservation form *and conditions of use* for the Campus fire pit is located on the Res Life shared drive.
- Safety and Security will provide a pressurized water extinguisher for the event.

# Cooking grills



- Some Athletic and Campus social events provide food prepared by parents or staff
- Propane grills are allowed
- Grill must be clean and in good working order (no excessive grease build up)
- Grill must be positioned at least 10 ft. from any building
- Grill positioned such that smoke will not enter building openings (will activate building fire alarm)
- Security will provide use of a fire extinguisher – an extinguisher must be on site during grill use

# Food Trucks - *what constitutes a food Truck?*



- Food Trucks (mobile food preparation vehicles) are equipped with appliances that produce smoke or grease laden vapors. **They contain appliances to prepare foods and may include flat top grills, fryers, or other cooking equipment.**
- Food trucks are fun, easy, and delicious. But, there is a whole other side to food trucks that people do not often talk about – fire safety. There have been numerous instances with food trucks combusting and causing harm to both workers and bystanders.
- With propane on trucks, leaks are extremely problematic. NFPA says that “because propane gas is heavier than air, an undetected leak can seep out and pool in pockets and crevasses inside and outside the truck”.
- A single spark from an oven or stove can cause those propane pools to ignite. With this much propane one lit leak can be deadly.

# Planning on a food truck ?

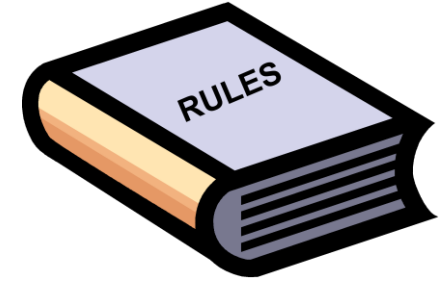


- Contact Safety and Security (Fire and Life Safety) at least three weeks prior to the event
- Identify the food truck vendor(s) and the location desired for the venue
- Fire and Life Safety will work with you and the vendor to ensure that all requirements are in place to allow the truck on Campus

# Food Truck propane explosion prior to football game



# What is required for a food truck ?



## **Private party -no sales to the general public**

- *(Typical for most Campus events)*
- Current RFD inspection/training sticker (issued yearly)
- Current Monroe County *Food Truck* permit (issued yearly)
- Monroe County food serving permit for the venue
- Current inspection for fire extinguishers (issued yearly)
- If truck has a fryer – Hood system with current inspection (issued yearly), ANSUL and *Type K* extinguishers
- No excessive fuel

## **Sales to the general public**

- As above – plus permit issued by the Town - \$60 fee
- *(Bills Camp is an example of this type of venue)*

# Pyrotechnics



- **Outdoor** firework displays are possible
- Currently the Town of Pittsford requires that YOUNG Explosives is the vendor and obtains the permit.



Sky Lanterns are not allowed.



# Questions ?

- Contact Scott Fitch, Safety and Security @ 303-1249