

CUYAHOGA FALLS FIRE DEPARTMENT

1924 Front Street

Cuyahoga Falls Ohio 44221 – 330-971-8400

PUBLIC EVENT FIRE SAFETY REQUIREMENTS

The Cuyahoga Falls Fire Department in conjunction with the Ohio Fire Code is providing you with a list of specific fire safety items required to ensure a safe public event. This list is not all-inclusive and does not exclude other safety requirements as prescribed by other agencies. It does however offer specific areas of concern that we frequently encounter. Please review and distribute copies of this list to all vendors participating in the event.

1. Fire Extinguishers:

- Each tent and trailer shall be equipped with a minimum 5lbs **ABC** (3A:40B:C) fire extinguisher (EXCEPTION: Non-cooking vendors utilizing pop-up type canopies 12 feet by 12 feet or less in size and which do not have side panels do not require a fire extinguisher).
- All cooking operations shall be equipped with a minimum 5lbs **ABC** (3A:40B:C) fire extinguisher.
- Deep-fry cooking operations are additionally required to be equipped with a **Class K** wet chemical type fire extinguisher.
- Cooking operations utilizing solid fuels are additionally required to have a **2-A rated water type** extinguisher or **Class K** wet chemical extinguisher.
- Public assembly tents are to be equipped a minimum of two 10lbs **ABC** (4A:80B:C) fire extinguishers. Additional extinguishers may be required depending on tent size and hazard involved.
- All extinguishers must display an inspection tag indicating that an annual inspection has been performed by an authorized fire extinguisher service company.
- Extinguishers shall be visible and readily accessible.

2. LPG (Propane) cylinders:

- Propane cylinders shall be of an approved type and secured to a non-moveable structure (**securing to tent structures is not permitted**). 20lbs propane cylinders may be placed in a milk crate and taller cylinders may be chained together in clusters of three or more. If this cannot be accomplished, then the fire official must approve an alternate means to prevent tipping prior to use.
- Propane cylinders shall exhibit evidence they no older than 12-years of age, or have been requalified in accordance with DOT 49 CFR § 180.205(d) and 180.209.
- All hoses, fittings, and appliances are to be listed and approved for propane use.
- Propane valves, regulators, hoses, connections and fittings are to be pre-checked for gas leakage utilizing a soapy water solution.
- Cylinders, valves, regulators, hoses, connections fittings and appliances that exhibit leakage or malfunction are to be removed from use if the leak or malfunction cannot be corrected by an approved and acceptable means.
- Cylinders are not to be stored inside trailers or vehicles unless designed for the same and installed in compliance with DOT and Ohio Fire Code. All cylinders to be used are to be on site and available for inspection.

3. Tents and membrane structures (including air-inflated, air-supported and cable or frame-membrane covered structures):

- Tents or membrane structures having an area in excess of 400 square feet shall not be erected without first obtaining a permit from the Summit County Board of Building Standards and approval from the fire code official (ref: Ohio Fire Code [2017] 2403.2).
- Air supported signs and advertising balloons are prohibited by city ordinance.
- Tents and air supported structures shall be secured from disruption by wind gusts by securely tying or attaching the structural frame to an adequate weight (**min. 40 lbs each leg**) at all ground contact points utilizing sand bags, water pails or other approved means (or as specified by the manufacturer). We recommending bringing empty 5-gallon water pails and filling them (filled to the top) on site. The method used shall not create trip or injury hazards. Tents and air-supported structures shall exhibit an affidavit or affirmation attesting to flame retardancy. When not specifically labeled on structure by the manufacturer, documentation is to be on site and available for inspection.
- There are to be no open flame devices located under tents and air supported structures. This includes grills, deep fryers, and free standing propane burners. The fire official may permit some types of totally enclosed stoves, griddles, or ovens with prior approval.
- Tents greater than 400 square feet in size require prior approval by the fire marshal. Plans and canopy flame resistance documentation shall be submitted.
- Public assembly tents require lighted EXIT signs, emergency egress lighting, NO SMOKING signs, posting of the approved occupant load, and maintenance of exits and aisles in accordance with the Ohio Fire Code.

4. Mobile Food Units:

- Mobile food units are identified in the Ohio Fire Code (2017 Edition) as “*any apparatus or equipment that is used to cook, prepare or serve food, and that routinely changes or can change location, and is operated from a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers, and hand propelled carts.*”
- Mobile food Units shall comply with the requirements outlined in Ohio Fire Code Section 320.
- Mobile food units that use or contain a generator, or utilize a fuel source other than the vehicle fuel tank (including fuels used for cooking), are required to be separated from entrances and exits of buildings, structures, combustible materials, vehicles, and other cooking operations by a clear space of not less than 10-feet (not including awnings and other appurtenances). The fire code official may permit a mobile food unit – to – mobile food unit separation reduction to no less than 7-feet.
- An *Ohio Department of Commerce Mobile Food Unit Checklist* shall be completed for each mobile food unit vendor. Those vendors who operate more than one mobile food unit at an event shall complete a Mobile Food Unit Checklist for each mobile food unit. A single checklist submitted for multiple units will not be acceptable.

5. Fire Department Access:

- Fire lanes are established by the fire official and shall be maintained at 20 feet. Tents, trailers, displays, etc. shall not protrude into the fire lane including all projections from a tent or trailer such as awnings, banners, and signs.
- Fire hydrants are not to be blocked and shall have 10 feet of clearance from all sides.

6. Public Access and areas of safe dispersal:

- The public means of access from, and egress to the public ways (sidewalks, ramps, and stairways) shall not be blocked.
- Access to designated “areas of safe dispersal” shall not be blocked.

7. Electrical:

- Electric cords, conductors, junction boxes and distribution panels shall be of an approved and listed type, used in the listed manner, free of damage, appropriately sized for the application, and meet the National Electric Code standard.
- Cords shall be in good condition, they not exhibit damage or poor workmanship, and located to prevent damage.
- Bridging may be necessary in areas where cords are located in foot and vehicle traffic paths.
- Cords and connectors shall be protected from water and other environmental issues.
- Multi-plug adapters, such as cube adapters and unfused plug strips, are prohibited.
- All extension cords are to be approved for outdoor use.
- Temporary lighting suspended from the electrical conductors is not permitted unless designed to do so. Otherwise, a support wire shall be attached to the wiring of the lighting to insure its stability.

8. Combustible waste and debris:

- Accumulation of combustible waste and debris in vendor spaces is prohibited so as not to cause an increased potential for fire.

9. Compliance:

- Any vendor not complying with safety issues will be subject to removal from the event.
- Vendors not physically present or not set-up during the inspection period are not permitted to open.
- The fire official reserves the right to interpret and/or supersede the requirements herein in the better interest of public safety and property protection.

10. Fire Department vendor inspections:

- Vendors are to be ready for inspection by 3:00pm unless specified otherwise in the pre-event meeting.
- The event sponsor is responsible for distributing a required checklists to each vendor attending prior to the start of vendor inspections. The “Public Event Vendor Checklist” and “*Mobile Food Unit Checklist (where applicable)*” is to be completed by each vendor and available for the fire official at the time of their inspection. Vendors representing more than one booth at an event must complete a checklist for *each* booth they represent. A single checklist for multiple booths or mobile food units is not acceptable.
- The event sponsor is to supply the fire official with a list of vendors attending and indicate their location on the site.
- The event sponsor is assessed an inspection fee of \$10.00 per vendor inspected.
- The event sponsor is assessed a single inspection fee of \$20.00 per each *cooking* vendor for multi-day events.
- Should the nature of the event or a delay of inspection require the use of fire department overtime, the event sponsor will be assessed the dollar amount of overtime incurred.
- Assessed inspection and overtime fees are collected through the contract established with the city Community Development Department. The fire official *will not* collect any assessed fees.