

CUYAHOGA FALLS FIRE DEPARTMENT

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PAUL MOLEDOR
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Fire Marshal

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** (2A:10B:C) fire extinguisher (EXCEPTION: Non-cooking vendors utilizing pop-up type canopies 10 feet by 10 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** (2A:10B:C) fire extinguisher.
- Deep-fry cooking operations are additionally required to be equipped with a **Class K** fire extinguisher.
- Public assembly tents are to be equipped a minimum of two 10lbs **ABC** (4A:20B: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. **Security to tent structures is not permitted.** This provision is to prevent the tipping of the cylinder and damage to the valve and/or regulator assemblies. 20lbs propane cylinders may be placed in a milk crate and taller cylinders may be strapped together in clusters of three or more. If this cannot be accomplished, then prior to use the fire official must approve an alternate method of security or other approved means to prevent tipping.
- All hoses, fittings, and appliances are to be listed and approved for propane use.
- Propane valves, regulators, hoses, connections and fittings are to be 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 is not rectified by an approved means.
- Cylinders are not to be stored inside trailers or vehicles.
- All cylinders to be used are to be on site and available for inspection.

3. **Tents, air supported structures, and pop-ups:**

- Tents and air supported structures shall be secured from disruption by wind gusts at all ground contact points by securely tying or attaching the structure to adequately weighted sand bags, water pails or other approved means.
- Tents, pop-ups and air-supported structures shall exhibit an affidavit or affirmation attesting to flame retardency. 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, pop-ups 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 or griddles with prior approval.
- Public assembly tents require the installation of lighted EXIT signs and emergency egress lighting, posting of the approved occupant load, and maintenance of exits and aisles in accordance with the Ohio Fire Code.
- NO SMOKING signs are to be posted in public assembly tents in places visible to the general public.
- Pop-up type canopies or tents (10X10 or less), are to be weighted down at each corner with 40lbs of weight to prevent lifting during high winds (a 5 gallon bucket of water is equal to 40 lbs.). Weights are not to be suspended in a manor that would promote swinging during windy conditions. Approval of devices for weighting down, shall be approved by the fire inspector.

4. 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.

5. 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.

6. Electrical:

- Electric cords and conductors shall be of an approved type free from damage and appropriately sized for the application.
- Cords should have the proper plug ends and be 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.

7. 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.

8. Compliance:

- Any vendor not complying with safety issues will be subject to removal from the event.
- Vendors not physically present or not set-up at 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 best interest of protecting public and property.

9. **Fire Department vendor inspections:**

- The event sponsor is responsible for distributing a “Public Event Vendor Checklist” to each vendor attending prior to the start of vendor inspections. The “Public Event Vendor Checklist” is to be completed by each vendor and available for the fire official at the time of their inspection. Vendors representing more than one venue at the event must complete a checklist for *each* venue they represent. **A single checklist for multiple venues 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 a fee of \$10.00 per vendor inspected.
- The event sponsor is assessed a single 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 fees are collected in the event fees through the contract established with the Development Department. The fire official *will not* collect any assessed inspection or overtime fees.

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PUBLIC EVENT VENDOR SAFETYCHECK LIST

ALL VENDORS ARE TO COMPLETE THIS FORM *PRIOR TO THE 3:00 FIRE SAFETY INSPECTION*

Date: _____ Event: _____

Vendor business name: _____

Vendor signature: _____ Type of Vendor: Food/Drink Novelties Personal-
(Signature indicates vendor will comply with the below listed items) Services/Products Charitable Orgs. General advertising

To insure the safety of the vendor and the general public, the following safety checklist is to be reviewed by the vendor and a representative of the event-sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. Inspections begin approximately two hours before the event opens (around 3:00 PM unless otherwise noted).

Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to present this completed form to the fire official upon inspection prior to the event starting.

Vendors who are cooking:

- Open flame devices are not permitted to be located under tents or tent like assemblies.
- A 40 B: C: or K class rated extinguisher is present, fully charged, and has a current inspection tag by an authorized extinguisher agency.
- Any cooking involving oil such as frying or dipping requires a K class extinguisher exclusively. A:B:C and B:C extinguishers are not approved for this use.(OFC-906.2)
- The extinguisher is in plain view and accessible (it is not to be located in cabinets).
- Cooking source:**
 - Charcoal:**
 - Is being used in an approved container and is secured so as to prevent tipping.
 - Is located away from tents and propane sources.
 - Coals are to be placed in barrels (as provided) at the end of each evening.
 - Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.
 - Propane:**
 - Cylinders are secured to a non-movable structure. Cylinders are **not** to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing is not possible).
 - Cylinders are located away from open flame devices.
 - Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
 - Spare cylinders are secured and safety caps (when applicable) are in place.
 - Hoses and fittings have been inspected and are free of damage.
 - CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.**

Electrical:

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for **outdoor use**.
- Only fused multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are grounded utilizing grounding rods and wiring.

Fire lanes and means of egress:

- A 20-foot fire lane is present down the center of the mall area (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas. Areas of Emergency Overflow are defined (see map) no vendors or vehicles are permitted.
- Fire hydrants are not blocked and are accessible. Minimum of 10 feet on all sides.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents:

- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. Assembly tents only.
- Fire extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the fire official).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)(Assembly Tents Only)
- 10' x 10' pop-up style tents or similar canopies are to be weighted or tied down at all corner points sufficiently to prevent lifting in high winds

Rev.5/2009

Propane leak – Yes – No

Resolved _____

Electrical problem - Yes - No

Resolved _____

