

Fire Prevention & Life Safety Planning for Special Events



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The Fire Prevention Division has created this document to assist you to develop a fire & life safety plan for your special event. Attack from fire may be the primary concern, but other non fire type emergencies need to be considered when creating your event plan.

Planning your event

Events such as festivals, parades, runs, holiday celebrations, car shows or displays, and other similar special events shall be reviewed by the Fire Prevention division for general fire safety, emergency access and crowd control. Other reviews or Special Use Permits by other city or state entities may be required.

The following Fire Department items are required to be submitted as part of your submittal package

- A document with the name, dates and times of the event
- Event brief description
- Contact phone numbers
- To ensure a correct review of your event, scaled Computer Aided Drawings (CAD) of your site plan is preferred. If CAD Drawings are not submitted, the site plan shall be produced in a clear legible manner.
- The provision of a minimum twenty foot (20') emergency access lane through the event venue shall be reflected on the submitted drawing
- The location of all stages, tents, portable restroom facilities, booths, displays, cooking areas and other temporary tents, canopies or other structures.
- The locations of any barriers, fencing, or barricades. Reflect any removable barrier sections designed for emergency access.
- Entrance and exit locations for the venue
- Load-in and load-out times and procedures
- Estimated crowd for the event
- Electrical generator locations (if utilized)
- A list of all vendors cooking or serving food or beverages
- Details of each cooking location identifying the method of cooking, locations of flammable gases or barbeque grills and extra storage tanks
(See *portable exterior cooking requirements Attachment I*)



Examples that require a Fire Prevention permit

- Any tent in excess of 200 square feet or a canopy over 400 square feet.
- Pyrotechnics or special effects using open flames
- A vehicle display
- Carnivals and fairs

Examples of that will require a Building & Safety Permit

- Building & Safety electrical permit for generator use over 50kv.
- Special electrical configurations such as spider boxes, or temporary switchgear.
- Grandstand structures

Other examples of items that may require permits, approvals or licenses

- Road Closures
- Food and beverage sales
- Liquor sales



Attachment I

Portable Exterior Cooking

The following requirements shall be in place when utilizing portable Barbeques, open flame stoves, deep fat fryers, or any other appliance that generates grease laded vapors, etc. Cooking under canopies and in tents is prohibited unless operation meets the requirements of NFPA 1 Chapter 50 Commercial Cooking Operations.

Definitions:

Canopy – a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects, and is open without sidewalls or drops, on 75% or more of the perimeter.

Tent – a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Heating and warming of prepared foods

- Tents/Canopies or booths shall be a minimum of 20' from any permanent structure.
(Spacing requirement can be reduced with prior approved from the Fire Marshal).
- Tents/Canopies or booths shall be separated from non-warming, heating Tents/Canopies or booths by 10'.
- All tents/canopies or booths shall be of flame - retardant material in accordance with the Fire Code and labeled as such.
- Vehicles shall be a minimum of 20' from the heating or warming operation.
- Heating and warming operations that utilize a solid product or that do not pose an ignition hazard shall be approved for use. *(Sterno, steamers, etc)*



Equipment utilizing LPG shall comply with the following:

- Cooking appliances shall be approved for such use.
- Fuel tanks shall have a shut off valve
- Hoses shall be of an approved type with the equipment.
- Fuel tanks shall be secured from falling and shall be protected from damage.
- Any fuel tanks located outside of booths shall have a pressure regulator if in excess of 5 gallons
- No storage of fuel tanks shall be allowed in the booth
- Prior to use all fuel tank connections shall be tested for leaks using a soap and water mixture.
- A minimum of 16" shall be provided between any frying operation and any open flame cooking appliance

Equipment utilizing charcoal or solid fuel shall comply with the following:

- Barbeque cooking is prohibited inside or under tents/ canopies
- Cooking shall be a minimum of 5' from any booth access
- The use of gasoline or kerosene to start barbeque is prohibited
- Storage of starter fluid in booths shall be prohibited
- Coals and ashes shall be disposed in a metal container approved for such use by the Fire Marshal

Portable fire extinguishers

- Each Tent/Canopies or booth shall be provided with an appropriate fire extinguisher tagged by a State of Nevada approved contractor
- All fire extinguishers shall be mounted, visible and accessible located away from the cooking area



Stand By Fire Personnel

- Your event may require that one or more Fire Prevention or Suppression personnel be on-site during your event. This staff is there to ensure that proper Fire Prevention and safety practices, access and general life safety requirements are maintained during the event.
- The agreed upon amount of personnel or equipment required prior to the event will determine any additional fees in addition to the permit fee.



Specific Fremont Street Experience requirements

- Emergency access shall be no less than 20' along the entire FSE mall area, *including the North 3rd neon sign areas.
- Casino Center Blvd mall access points shall be configured to allow the required turning radius onto the mall
- The FSE emergency access point at the North 1st street stage area shall remain clear at all times
- The commercial zone on North 1st street shall be available for parking under special permitting approval upon request.
- Vehicles for stage load-in at North 1st street shall not park in the emergency access on the West side. Load-in will be via the front of the stage area on the mall. Access will be provided to the front of the stage by FSE.
- At no times shall any kiosks or other items be moved into or located within the 20' emergency access.
- Events shall not block access to any fire hydrants or fire Department Connection located within the FSE area.

** Special accommodations can be determined on a case by case basis and may require the use of standby operations personnel.*