

# Township of Upper Providence

## Office of the Fire Marshal



## Convention Center Fire Safety

## Regulations



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[www.uprov-montco.org](http://www.uprov-montco.org)

**JULY 2010 REVISION**

**Plans must be approved by the Fire Marshals' Office prior to any event set-up. Approvals are subject to final inspection by a representative of the FMO. A copy of approved plans will be kept on file with FMO and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from FMO. Inspections will be conducted according to the approved plans.**

## **Inspection of the Event**

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by a representative of the FMO. These inspections may include:

1. A walk-through inspection with the property manager, authorized representative or the Events Coordinator of the facility may be required during the move-in/set-up period.
2. Any violations noted shall be corrected immediately or within the time frame agreed upon.
3. Daily visits by the FMO (once the event has opened), as well as the township Building Inspector(s), as necessary. Cooking and motor vehicle display and use will be spot checked by a representative of the FMO, requirements will be strictly enforced.
4. During the closing (move-out) and removal of materials used in the Event, a representative of the FMO may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

## **Special Considerations**

Individual exhibitors shall ensure that their booth is properly constructed.

Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame retardant or fabricated of inherent fireproof materials. ***Note: Documentation of flame-retardant treatment or a flame test shall be performed when deemed appropriate by the FMO.*** Oil cloth, tarpaper, nylon and certain plastic materials cannot be made flame retardant and their use is prohibited.

**Pyrotechnics are prohibited**

**Smoking shall be prohibited within the facility**

**Open flames of any kind are strictly prohibited**

Any tent, canopy, and/or structure (other than air supported) inside the Convention Center that exceeds 300 square feet will not be allowed.

All LPG/CNG cylinders shall be removed from any RV, trailer and/or motor home as they are prohibited within the building. **THIS INCLUDES "NEW" CYLINDERS, NO EXCEPTIONS**

## **Crowd Managers and Standby Personnel**

Crowd managers shall be provided for events where more than 1,000 persons may congregate. The minimum number of crowd managers shall be established by a ratio of one crowd manager to every 250 persons.

\*Where approved by the Fire Code Official (Fire Marshal), the ratio of crowd managers shall be permitted to be reduced where the facility is equipped through-out with an approved automatic fire sprinkler system or based on the nature of the event, currently the FMO is allowing a ratio of 1 to every 500 people.

***Crowd managers shall be trained by the Fire Marshal's Office or have an equivalent training approved by the Fire Code Official***

When, in the opinion of the Fire Marshal, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more FMO approved persons to perform the duties of Standby Personnel. Personnel will be billed at the current township approved rates.

## **Storage**

Storage of packing materials and surplus literature must be confined to areas away from the display locations. These locations must be coordinated with the Convention Center and approved by the FMO.

## **Combustible Waste**

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by FMO to cause hazardous conditions.

## **Stopping Event**

Upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the FMO shall cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

## **Structures and Exhibit Booths Requirements**

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. Single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

2. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

a) Three wire (grounded) cords shall not be plugged into two (2) wire extension cords

b) Extension cords (zip cords) shall not run under carpets/rugs unless designed to

c) There shall be a three (3) foot clearance from lights to any combustible materials

d) All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.

3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products

4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the FMO. Structures having over 120 square feet of roofed area shall be provided with a wireless facility smoke detector. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.

5. All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs.

6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 8' wide with 10' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle, shall be provided with a minimum of two (2) exits remote from each other.

7. Fire extinguishers and fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.

8. Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have a current inspection tag, even if new. Extinguishers must be readily accessible and ready for use.

9. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply. The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.

10. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

## **Display of any Motorized Vehicles**

Display of any motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

1. No vehicle, motorcycle, lawnmower or appliance that utilizes a combustion engine of any kind may be started or operated within any assembly building during show hours without approval of the Fire Marshal.

2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening, the fuel tank will be emptied. Draining of the tank shall not occur within the building.

3. Adding or removing fuel within the facility shall be prohibited.

4. At least one battery cable shall be disconnected and taped to prevent contact with the battery terminal.

5. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.

6. When a compressed natural gas (CNG) powered vehicle is parked inside the exhibit hall, the following conditions shall be met:

a) Close shutoff valve or valve outlet of CNG vehicle container and operate engine until it stops. The valve shall remain closed while the vehicle remains indoors.

b) At least one battery cable shall be disconnected from the battery used to start the vehicle engine and taped to prevent contact with the battery terminal.

7. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with wireless facility smoke detectors.

### **Cooking/Warming and Heating Devices:**

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. **Containers shall not be manifolded.** Sterno may be used for warming trays. **Other open flame devices are prohibited.** Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM).

1. Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.

2. Individual cooking/warming devices shall not exceed 288 square inches of surface area,

3. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger.

4. Fire protection shall be provided with any booth utilizing cooking/warming devices **without** vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1.) a 20B:C extinguisher and a lid for smothering, or 2.) an approved automatic extinguishing system (hood system). Note: For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

5. Fire protection shall be provided with any booth utilizing cooking/warming devices cooking **with** vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1.) a Class K fire extinguisher and a lid for smothering, or 2.) an approved automatic extinguishing system (hood system). Note: For multiple devices, one Class K extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

**ADDITIONAL REQUIREMENTS MAY BE NESSECARY AS DETERMINED BY THE FMO**