



Westminster Fire Department

Enforcement Policy: Special Event

Effective Date: January 1, 2018

All permit requirements listed below and any additional requirements prescribed by the 2015 International Fire Code shall apply to all special events conducted within the City of Westminster. Any exceptions shall require written authorization from the Westminster Fire Prevention Bureau. There may be activities and/or operations not listed below subject to requirements of Westminster Municipal Codes and the 2015 International Fire Code.

Special Event

Any temporary activity requiring a special use permit from the City of Westminster. Special events shall include any assembly or gathering of persons on public or private property utilizing one or more of the conditions described below deemed to present a risk to attendees or property due to hazardous conditions regulated by the fire code. The scope of these requirements shall apply to business services, civic functions, concert events, educational activities, festivals, holiday celebrations, political events, sporting events, and worship services. Additional fire-and life-safety requirements may be necessary for kiosks and vendor booths.

Public Assemblies and Events

Fire watch personnel

When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Duties

Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures.

Public Safety Plan

In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.



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The public safety plan, where required by Section 403.2 of the 2015 International Fire Code, shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

Crowd Managers

Where more than 1,000 persons congregate. There shall be trained crowd managers or crowd managers/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event.

Tents and Other Membrane Structures

Approval required. Tents and Membrane Structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric:

- Name and address of the owners of the tent or air-supported structure
- Date the fabric was last treated with flame-resistant solution
- Trade name or kind of chemical used in the treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested

Exits from Tents and/or Membrane Structures

- Required exits, aisles and passageways shall not be obstructed and their required widths shall be maintained at all times.
- Walking surfaces of all aisles and exit ways in and around tents and membrane structures shall be maintained in a safe condition to prevent tripping, sliding or fall hazards.
- Any tent or membrane structure with exit doors or coverings shall have a contrasting color from the side material coloring.



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- Exits shall be clearly marked. For occupant loads exceeding 50, exit signs must be installed at exit doorways and where necessary to indicate the direction of egress.
- Extension cords, cables, guywires/ropes shall not impede pedestrian travel.
- Guywires/ropes shall not cross a means of egress at a height of less than 8 feet.
- Exits shall be provided and maintained with good distribution from all tents/membrane structures based upon the following occupant load capacities:
 - Up to 199 occupants - 2 exits, each exit at least 36 inches in width
 - 200 to 499 occupants - 3 exits, each exit at least 72 inches in width
 - 500 to 999 occupants - 4 exits, each exit at least 72 inches in width

Anchorage required. Tents and membrane structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather to prevent collapsing.

Smoking

Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

Portable Fire Extinguishers

Portable fire extinguishers shall be provided as required by Section 906 of the 2009 IFC.

Open Flame or Exposed Flame

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of tent or membrane structures while open to the public unless approved by the fire code official.

Compressed Gas and Fuel-gas Cylinders

- LP-gas containers shall be located outside the tent/membrane structure.
- All compressed gas and fuel-gas cylinders shall be secured to prevent them from falling over, being knocked over, or the valves damaged by falling objects.
- All cylinder valves shall be appropriately protected and, where applicable, caps shall be in place unless the cylinder is in use.
- Cylinders shall not be accessible to children, unauthorized persons or pets.



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Gas-fueled Generators and Internal Combustion Engines

- Portable generators and internal combustion engines shall be maintained in good operating condition and must be located outside the tent/membrane structure at least 20 feet from all combustible materials, including tent/membrane structure sides and stock supplies.
- Fueling shall be conducted with the generators off and under the supervision of an adult.
- Fuel shall be stored in approved containers outside the tent/ membrane structure in a location away from the general public and ignition sources.
- Exhaust ports shall not constitute a hazard to people or property.
- Generators and/or engines and any fuel containers shall not be accessible to children, unauthorized persons or pets.

Rubbish and Trash

All combustible flooring, exits, and the grounds outside shall be kept clear of rubbish and trash for a minimum of 30'. Rubbish and trash shall be maintained in appropriate containers and container location shall not present a fire hazard.

Electrical Wiring and Equipment

Shall be properly utilized, maintained and protected against physical damage. Any electrical wiring or equipment shall be located to prevent physical hazards or tripping.

The Fire Prevention Bureau may consolidate, modify, or waive applicable permits with appropriate justification. Application for permits should be made to Westminster Fire Administration at 9110 Yates Street. Please direct questions to the Fire Prevention Bureau at 303-658-4500.