



TOWN OF WESTMINSTER

•FIRE •EMS/RESCUE •EMERGENCY SERVICES

Event Checklist

This document is not an all inclusive document for festivals. There are other codes and standards which are the organizers requirements to adhere to.

(527 CMR 1 - 10.15.2 The AHJ shall be permitted to regulate all outdoor Events such as carnivals and fairs as it pertains to access for Emergency vehicles; access to fire protection equipment; Placement of stands, concession booths, and exhibits; and the Control of hazardous conditions dangerous to life and property.)

1) Does your operation use propane? Yes _____ No _____

Propane Permits – Any propane tank or tanks 42 lbs or above require a permit from the fire department.

(527 CMR 1 Chapter 1.12.8.50 Permits Required - >42 lbs. [10 Gallons])

Please explain your operation and what you intend to use propane for.

2) Do you plan to cook food as a vendor? Yes _____ No _____

(527 CMR 11, NFPA 96-2008 edition, section 4.1.9 makes the regulation applicable to “trucks, buses, trailers”. Administrative Services

4.1.1 – requires compliance with exhaust systems for processes, which produce smoke or grease laden vapors.

Section 10.1.2 – requires that equipment that produces grease-laden vapors be equipped with fire extinguishing equipment.

Section 11.4 – requires inspection of the exhaust system

If you do, do you meet the following criteria.

- a) Do you have an enclosed food truck or trailer? Yes _____ No _____

- b) If applicable, do you have a hood system and is does it have a current inspection?
(Required for food trucks) Yes _____ No _____
- c) Do you have a compliant UL 300 suppression system?
(Required for food trucks) Yes _____ No _____

(527 CMR 1 - 50.4.4.3 Automatic fire-extinguishing systems shall comply with ANSI/UL 300, Standard for Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas, or other equivalent standards and shall be installed in accordance with the requirements of the listing.)*

- d) If frying outside in open air do you have K-Rated fire extinguisher? Required for any frying and for any truck that has a hood suppression system. Yes _____ No _____

Please explain you operation, how you cook and whether you are compliant with the above items.

3) Fire Extinguishers.

Fire extinguishers are required for any vendor that cooks or uses a gasoline-powered generator. They are also required to be with in any tent that is permitted by the building department.

(527 CMR 1 - 50.4.4.1 Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup.)

*527 CMR 1 - 10.15.5 Portable Fire Extinguishers. A minimum of one portable fire extinguisher shall be provided for each concession stand where required by the AHJ in accordance with **Section 13.6**.*

10.15.10.4 Fire Extinguishers. A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.

Explain your vendor set up and whether or not you meet the above criteria.

4) Tents permitted under the building department require a fire department inspection prior to use.

Explain your tent size and a date and time at which your tent will be set up and ready for fire department inspection.

The Massachusetts Building references the International Fire Code as a standard for Temporary and Permanent Tents and Membrane Structures

IFC - 3104.5 Combustible materials. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

5) Fire Department Access Roads.

Fire department access roads shall remain open and be 20' in width. Provide a layout of your event and how you plan to ensure that access is available to any affected building and the event. Said layout should be approved at least one month prior to event to account for changes that may need to be made.

Other considerations:

- a) Fire Department Sprinkler Connections shall remain accessible.
- b) Building services, electrical and gas shut offs shall remain accessible.

527 CMR 1 - 18.2.4.1.4 Entrances to fire department access roads that have been closed with gates and barriers in accordance with 18.2.4.2.1 shall not be obstructed by parked vehicles.

527 CMR 1 - 18.2.3.2.1 A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

527 CMR 1 - 18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

6) Portable Generators.

Does your setup use a portable generator? Yes _____ No _____

If yes please explain how you will store your additional gasoline, how you plan to deal with refueling the generator and how you are planning to locate you portable generator to meet the below regulations.

(527 CMR 1 - 11.7.2.1.2 Fueling from a container shall be permitted when the engine is shut down and engine surface temperature is below the autoignition temperature of the fuel.)

(527 CMR - 11.7.2.2 Portable generators shall be positioned so that the exhaust is directed as follows:

(1) At least 5 ft (1.5 m) in any direction away from any openings or air intakes

(2) Away from the building)

527 CMR 1 - 10.15.10.1 Fueling. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.

527 CMR 1 -10.15.10.2 Refueling. Refueling shall be conducted only when not in use.

527 CMR 1 - 10.15.10.3 Protection. Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure.

7) Extension Cords

a) Do you plan to use extension cords in your setup? Yes _____ No _____

(527 CMR 1 -11.1.7.3 The extension cords shall be maintained in good condition without splices, deterioration, or damage.)

b) Are you cords free of damage, wear or splicing? Yes _____ No _____

c) Do you plan to use a power strip or adapter? On strip
Or adapter may be used, multiple are prohibited. Yes _____ No _____

(527 CMR 1 - 11.1.5.1 Multiplug adapters, such as multiplug extension cords, cube adapters, strip plugs, and other devices, shall be listed and used in accordance with their listing.)

(527 CMR 1 -11.1.5.2 Multiplug adapters shall not be used as a substitute for permanent wiring or receptacles.)

8) Crowd Managers

Crowd managers are required for events which use a tent or temporary structure that the occupant load is more than 100 people and an additional crowd manager for every 250 occupants.

IFC - 3104.20.2 Crowd managers. There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.

527 CMR 1 - 20.1.5.6.4 Fire and Building Safety Checklist.

(1) The crowd manager shall be responsible for the completion of the Fire & Building Safety Checklist, as prescribed by the State Fire Marshal, on each day of operation prior to opening the facility to patrons.

(2) This checklist shall include, but not be limited to, the routine safety check of existing fire protection systems, fire extinguishers, signage, interior finish, exits, unobstructed egress, crowd control procedures and building occupancy limits.

(3) The original completed checklists shall be kept on the premises for at least one year and shall be subject to inspection by the AHJ.

Please provide copies of certificates of crowd managers and explain how you plan to use them.

9) Communications Plan

Please explain your communications plan for the event. Provide a copy of channels and proposed to be used, list of who will have radio and a backup list of phone numbers.

10) Event Preplan

Provide a hazard assessment of the event and analysis of safety hazards the following items. The following items shall be included in the event preplan.

527 CMR 1 - 10.15.3.2 Life safety evaluations shall include an assessment of all of the following conditions and related appropriate safety measures:

- (1) Nature of the events and the participants and attendees
- (2) Access and egress movement, including crowd density problems
- (3) Medical emergencies
- (4) Fire hazards
- (5) Permanent and temporary structural systems
- (6) Severe weather conditions
- (7) Earthquakes
- (8) Civil or other disturbances
- (9) Hazardous materials incidents within and near the facility
- (10) Relationships among facility management, event participants, emergency response agencies, and others having a role in the events accommodated in the facility