



Columbia River Fire & Rescue
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GUIDELINES for: FAIRS, CARNIVALS, FESTIVALS, BAZAARS, and OTHER PUBLIC ASSEMBLIES

This guide identifies a number of the situations and activities that require Columbia River Fire & Rescue approval prior to the event. This guide is necessarily brief and cannot cover every possible situation. Therefore, activity promoters are encouraged to contact the Fire District, Fire Prevention office, when planning events which may be out of the ordinary or not addressed in this guideline.

Prior to the opening of an event, please contact the Fire Prevention office (503 397 2990) to request a Fire and Life Safety inspection. If possible, a ten (10) day notice should be given to schedule an inspection.

COOKING/HEATING APPLIANCES

- ◇ A fire extinguisher rated **4-A:40-B:C** is required at all locations where flame/heat producing devices are being used.

Deep fat fryers of any size or **cooking operations that produce grease vapors** require a **Type K** rated fire extinguisher within 30 feet travel distance of the cooking appliance.

All other booths and rides not within 75 feet travel distance of a provided fire extinguisher shall provide a **2-A:10-B:C** rated fire extinguisher.

ALL FIRE EXTINGUISHERS WILL BE CHECKED FOR AN ANNUAL SERVICE TAG OR PROOF OF PURCHASE WITHIN THE PREVIOUS TWELVE (12) MONTHS.

- ◇ All cooking appliances shall be on a sturdy base, stand or table to prevent the appliance from being tipped over.
- ◇ All cooking appliances that are not U.L. listed must be approved by the Fire Code Official prior to use.
- ◇ Any cooking device that is **indoors, in a trailer, or in a combustible booth** and creates grease vapors shall have an **approved hood and extinguishing system** or equipped with a self-closing lid or other form of self-extinguishment approved by the Fire Code Official.
- ◇ The entire hood, duct and appliance shall be inspected daily to determine if grease or other residues have accumulated. Any noticeable accumulation shall require cleaning of the hood, ducts, and appliances.

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FIRE/FLAME RESISTANCE

- ◇ It shall be the responsibility of the exhibitor/vendor to provide evidence of flame proofing for any material which is to be used in the erection of a tent or canopy in which people may enter or gather.
- ◇ All cloth, paper or plastic decorations, displays, and skirting shall be flame treated. Documentation may be required.

ELECTRICAL

- ◇ Electrical extension cords must be three-wire grounded, or 14-gauge hard usage rated, or a multi-plug extension cord with a circuit breaker of sufficient size for the connected load. All extension cords must be protected from physical damage.

All extension cords must be plugged directly into a U.L. approved receptacle or power tap, and except for approved multi-plug extension cords, shall serve only one appliance.

The use of multiple extension cords in tandem or “piggy-backed” is prohibited.

Extension cords **SHALL NOT** be affixed to a structure, extend through walls, windows, floors, or ceilings, or under doors or floor coverings. **Physical protection is required** for extension cords used in public areas where there is foot traffic.

- ◇ All temporary wiring used in booths and outside of the booths must be of an approved type, without splices or damage. Electrical permit may be required.
- ◇ Functional or decorative lighting used on the outside of the booth shall have an approved label rated for outdoor use when exposed to the weather.
- ◇ Household rated appliances shall not be used for commercial purposes.
- ◇ Clamp type lighting and appliances shall be securely fastened.

PRESSURE CYLINDERS

- ◇ All pressurized cylinders (CO₂, helium, propane, etc) must be secured with a chain or stand to prevent falling.
- ◇ All Liquefied Petroleum Gas (LPG) tanks (Propane, MAPP, Butane, etc) shall be located on the exterior of buildings, tents or canopies, and shall be secured in an approved manner, rigidly supported by brackets, or secured to an upright member with chains.
- ◇ **The use and storage of Liquefied Petroleum Gas in portable containers inside buildings, tents, or canopies is prohibited.**

Exception: LPG tanks not exceeding five (5) gallons in size are **allowed in canopies without sidewalls** or other barriers that would allow vapors to pool.

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- ◇ LPG tanks shall be a minimum of ten (10) feet from combustible vegetation and trash containers or combustible construction.
- ◇ LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. A clearance of twenty (20) feet shall be maintained between LPG tanks and potential ignition sources. The use of propane is prohibited in a basement environment.

FLAMMABLE LIQUIDS

- ◇ Gasoline fueled appliances shall not be allowed unless pre-approved by the Fire Code Official.
- ◇ The use, storage and handling of flammable and combustible liquids shall be subject to written approval of the Fire Code Official.
- ◇ The re-fueling of vehicles, machines, generators, and LPG tanks will be done prior to the daily opening time.

PRECAUTIONS AGAINST FIRE

- ◇ Candles, torches, and other open flame devices used for decorative, ceremonial, or demonstrative purposes are not allowed without written pre-approval of the Fire Code Official.
- ◇ All exits and aisles shall be installed and maintained as required for the occupant load of the structure. Aisles shall be maintained free of any obstructions. A conspicuously posted **OCCUPANT LOAD SIGN** may be required by the Fire Code Official.
- ◇ All trash receptacles shall be constructed of noncombustible materials and distributed appropriately. Commercially made cardboard receptacles may be used when approved by the Fire Code Official prior to the event.
- ◇ Trash receptacles shall be emptied as necessary throughout the event to prevent the accumulation of combustible waste.
- ◇ Trash receptacles shall not be placed near an exit, in an exit path, under an open stairway, or near any heat source.
- ◇ There shall be **NO SMOKING** inside buildings, livestock areas, barns, tents, canopies or exhibit booths. **NO SMOKING** signs shall be conspicuously visible to meet this provision.
- ◇ Smoking areas shall have a non combustible floor covering and suitable noncombustible ashtrays. Smoking area locations shall be approved by the Fire Code Official.
- ◇ **NO PARKING** zones will be strictly enforced.
- ◇ **FIRE APPARATUS ACCESS** must be maintained a minimum twenty (20) feet wide and a minimum thirteen (13) feet six (6) inches high.

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- ◇ Fire hydrants shall have a maintained clear space of three (3) feet in all directions. No parking shall be allowed within ten (10) feet of a fire hydrant.

RIDES

- ◇ Siting of carnival rides, booths, and displays shall have the pre-approval of the Fire Code Official.
- ◇ All rides are to be provided with Ground Fault Circuit Interrupter (GFCI) protection and proper clamps on the wiring. All main electric boxes are to be locked closed when rides are in operation.
- ◇ All rides shall have on file a current safety approval certificate from the State of Oregon.
- ◇ Re-fueling of generators **SHALL NOT** be done with the generator running.

FENCED EVENTS – BEER GARDENS AND CONCERTS

- ◇ Fenced areas with an occupant load of more than fifty (50) people require at least two (2) exits. Additional exits may be required based on additional occupant load.
- ◇ Exits shall not be chained or locked and shall be easily opened from inside the fenced area.
- ◇ Exits shall be marked with an exit sign mounted in a manner that is visible from one hundred (100) feet away. Exit sign lighting may be required for events at night or after sunset.
- ◇ Exit doors and/or gates shall swing in the direction of exit travel.

Fire and Life Safety supplies, signs, fire extinguishers, flame retardant spray, etc., are available from the following vendors. Consult the yellow pages for other vendors.

Anderson Sales and Supply	503 397 3144	
St Helens Ace Hardware	503 397 2244	
Safety and Supply Company	503 283 9500	
United Fire & Safety Equipment	503 249 0771	800 232 8972
Sanderson Safety Supply	503 238 5700	
Safeguard Fire Extinguisher Service	800 384 1751	
Rainier True Value Hardware	503 556 3171	

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