

Requirements for Outdoor Festivals, Fairs, & Similar Events in Wicomico County, MD

The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the Wicomico County Fire Marshal's Office Staff.

This guidebook will also provide information regarding the fire and life safety regulations that are needed for a safe event. The Wicomico County Fire Marshal's Office Staff views these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

Definitions

For the purposes of this guidebook, the following definitions shall apply:

- **Cooking Booth** - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.
- **Vendor Booth** - Any booth other than a cooking booth.
- **Tent** - A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both.

Responsibilities

- **Event Sponsor** - The Event Sponsor assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.
 - The Event Sponsor shall provide a site plan to the Fire Marshal's Office showing the following:
 - The name of all streets and areas that is included in the event
 - The location(s) of Fire Department Access Lanes (20 ft. minimum width)
 - The location of stages, non- food booth vendors, food vendors and display areas
 - Location of Emergency Exits
 - A list of food vendors with the type of food and cooking method
 - The Event Sponsor shall distribute to each Vendor a copy of this guidebook.
- **Event Vendors** - Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to insure compliance with Fire and Life Safety regulations.
 - The Event Vendors shall:
 - Keep Fire Lanes, Fire Department Connections and building access clear and unobstructed
 - Be prepared for a Fire Inspection starting 2 hours prior to opening for business
 - Correct any violations prior to opening for business
 - Maintain all Fire and Life Safety requirements for the duration of the event
- **Wicomico County Fire Marshal's Office** - Fire Marshal's Office Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to insure compliance.
 - The Fire Inspections shall include, but not be limited to the following:
 - Hot Food Vendors
 - Fire Department access
 - Access to hydrants, Fire Department Connections, and Fire Control Rooms
 - Event egress
 - Special Amusement Rides, Attractions, & Displays
 - Generators and propane tanks
 - Stages
 - Non-food vendors
 - Assembly areas/tents
 - Pyrotechnics and open flame effects



Wicomico County Fire Marshal's Office
125 N. Division St., Room 201 Salisbury, MD 21801
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General Requirements

• Fire Hazards and/or Concerns



- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times
- Remove trash accumulations regularly
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure
- Heaters – Electric or Fuel Fired
 - Devices must be of approved type from an approved testing laboratory and labeled as such
 - A 3' clearance around all sides must be maintained at all times
 - Combustible materials shall be kept away from heat sources

• Electrical Power



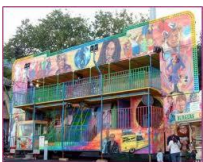
- Generators shall be placed only in locations approved for festival use.
- When refueling generators a 50' clearance shall maintained from any part of the event to include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled and approved by the Wicomico County Fire Marshal's Office.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with.

• Fire Extinguishers



- All booths must have a minimum of one 2A:10:BC fire extinguisher
- Shall be stored in a manner to be quickly accessible and kept safe from contact with
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them

• Special Amusements / Rides / Attractions



- Wicomico County Fire Marshal's Office must be contacted 2 weeks prior to the event to discuss the types of attractions to be used and the requirements for use.
- Plans, specifications, & layouts of all special amusements shall be submitted to Wicomico County Fire Marshal's Office no later than 1 week prior to the event date.
 - Plans shall detail materials used, exit locations, fire protection features, & any operating features along with the proper fees that cover the review and inspection.



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Access for Fire Department / Emergency Apparatus

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

- **Access thru the event:**



- A Fire Lane of not less than 20 feet in width and no overhead obstructions lower than 13.5 feet shall be maintained as designated by the local Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the local Fire Department.
- As required by the local Fire Department, signs shall be provided designating Fire Access /No Parking
- All existing Fire Lanes shall be enforced

- **Access to Buildings:**



- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, & walkways shall also be determined by the Wicomico County Fire Marshal's Office. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:
 - All exterior doors and openings
 - Fire Control Rooms
 - Fire Pump Rooms
 - Parking structures

- **Access to Water Supplies:**



- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.
- The access to the following shall not be obstructed:
 - Fire Hydrants
 - Fire Department Connections
 - Post Indicator Valves
 - OS&Y Valves
 - All Fire Code sections pertaining to blocking of hydrants and connections shall be enforced



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Exiting Requirements



This section will address two types of events:

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access

Restricted Access Events

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures.

The number of exits, exit width, & exit spacing shall be determined and approved by the Wicomico County Fire Marshal's Office Staff. Below is the minimum standards, however, changes greater or less than, shall be at the discretion of the Wicomico County Fire Marshal's Office Staff.

- Number of exits:
 - A minimum of two exits shall be provided for the event.
 - Three Exits shall be provided when the site accommodates from 1,000 to 3,000 persons.
 - Four Exits shall be provided when the site accommodates more than 3,000 persons.
- Exit Spacing:
 - Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel. Additional exits shall be added if needed.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 6 feet clear width.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters
 - Exit signs shall measure no less than 18 x 24 inches
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters
 - Signs shall be placed at the top center of the exit panel

Blocked Streets

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- Exit Placement:
 - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters
 - Exit signs shall measure no less than 18 x 24 inches
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters



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Cooking Booth Requirements



• Construction and Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by barriers between the devices and the public
- The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material
- Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.



• Propane Cylinders

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free standing pole and strapped by one or more restraints. (Not a Tent Support)
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 5 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended service
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard)
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.



• Special Fire Extinguisher

- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.



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Vendor Booth Requirements



- **Construction & Location**
 - All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
 - Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
 - Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
 - Grouping of vendor booths shall be limited to cover no more than 1400 ft² with no dimension longer than 100 lineal feet.
- **All vendor booth operators shall comply with all the general requirements stated within this guidebook.**

Please contact us if you have any questions regarding these requirements or any Fire Prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.

A Fire Safe Event Is Everyone's Job



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