



Grapevine Fire Rescue

601 Boyd Drive
Grapevine, Texas 76051

Metro 817-410-8100
Fax 817-410-8106

POLICY STATEMENT

Policy 0804

Exhibits and Special Events

This document is a general list of the requirements for exhibits and special events and does not detail all the fire code requirements. The Fire Chief, at his discretion, may modify these requirements to meet the needs of specific circumstances or events.

After hours inspections can be scheduled with 48-hour notice. The after hour inspection rate is \$42.00 per hour with a 2-hour minimum.

If you have any question(s) or concern(s) call (817) 410-8100 or FAX this department in care of the Fire Marshal at (817) 410-8106.

I. Plans

- a. Detailed floor plans must be submitted to the Bureau of Fire Prevention at least 15 working days prior to the event.
 - i. Layout of exhibits and use of building
 - ii. Exits: mark aisles and exits
 - iii. Fire Extinguisher Equipment: location and nature
 - iv. Dates: for move in, move out, and times open to the public
 - v. Contacts: persons names and telephone numbers
 - vi. Any structure constructed inside of building: detailed plans must be submitted 15 working days prior to the event
 - vii. Vehicles: type and number with diagram of placement (also see Vehicles Section, Section X and XI)
- b. If a tent is to be erected at a location, plans showing the details of the tent placement must be submitted at least 15 working days prior to the event/show.
- c. Tents erected inside a building over 400 square feet must be provided with fire protection inside the tent structure.
- d. Certificates of flame resistance shall be provided prior to the inspection of the tent, awning, drapes, and other decorative materials.

II. Permits {Reserved for future use.}

III. Exits

- a. Exit doors shall be maintained in proper working order and unlocked at all times the building is occupied.
- b. Exit doors shall not be blocked or obstructed from inside or outside of the building by vehicles, barricades, storage, tables, carts, etc.
- c. Exit ways shall be kept clear of obstructions at all times with required aisle widths provided.
- d. Required exit width of an exit way shall be maintained at all times. This includes all pre-function areas and service corridors.
- e. Permanent exit signs must be illuminated.

- f. Panic hardware must be provided on exit doors in areas having an occupant load of 50 or more.
- g. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose connections, standpipes, fire extinguishers, or other life safety equipment at any time.

IV. Fire Access and Fire Lanes

- a. Fire lanes shall not be obstructed at any time in any manner.
- b. Fire hydrants and fire department connections must be maintained with a 3 foot clearance and no parking or obstructions on access road within 15 feet.
- c. Staging in fire lanes may be determined to be an obstruction if the vehicles are not able to maneuver adequately and quickly to make room for emergency vehicles during an emergency.
- d. Fire lane width of no less than 24 feet shall be maintained. (30 feet if deemed necessary by the Fire Chief.)

V. Fire Alarm / Detection System

- a. Fire detection equipment must be operational at all times.
- b. Fire watch personnel may be required at the discretion of the Fire Chief.
- c. Fire watch personnel shall be required anytime the fire alarm system is not fully functional or has been disabled.

VI. Sources of Ignition

- a. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited, including tents.
- b. In areas where smoking is permitted, on each table and at other convenient location, approved noncombustible ashtrays or match receptacles shall be provided.
- c. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal. Atrium areas are included in this requirement.
- d. Sawdust and shavings shall be maintained flame proofed at all times.
- e. Combustible waste shall be collected as it accumulates and emptied as necessary, but at a minimum at the close of each day.
- f. Use or demonstration of equipment using liquid fuel inside of building shall be approved by the Fire Marshal prior to event.

VII. Fire Extinguishers

- g. A minimum 2A10BC rated fire extinguisher (typically a 5 lb size) shall be provided for every booth, display, stage, concession or internal combustion power source, or no less than within 75 feet of travel. The extinguisher must be serviced and tagged annually.
- h. A minimum 40 BC rated fire extinguisher (Typically a 10 lb size) shall be provided within 30 feet of food processing equipment that produces grease-laden vapors. The fire extinguisher must be serviced and tagged annually.
- i. Fire extinguishers must be conspicuously located and accessible.

VIII. Equipment

- j. Compressed gas cylinders shall be secured to prevent cylinders from falling or being knocked over.
- k. Liquid fuel containers shall be removed from the building at the close of daily activity. Storage of the tanks inside the building is prohibited.
- l. Heating devices shall be installed in accordance with the Building and Mechanical Codes. Electrical wiring of a temporary nature shall be installed in accordance with the electrical code.

IX. Cooking Equipment

- a. Any type of cooking or warming that produces grease-laden vapors will be required to have ventilation and fire protection as required for commercial cooking appliances (this includes barbeque grills, electric griddles, hot plates, etc.).
- b. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic fire extinguishing systems.
- c. All cooking devices, equipment and their locations shall have separation from combustible materials, or have non-combustible shielding, and shall be subject to inspection by the Fire Marshal prior to the event.

X. Display of automobiles, trucks, tractors, and other vehicles inside the building using flammable liquid (gasoline) as a fuel;

- a. 48-hour inspection notice required.
- b. Fuel tanks shall be less than ¼ full. The goal is to have less than 5 gallons in any vehicle fuel tank. In lawn mowers, landscape equipment, and other equipment equipped with fuel tank capacities of less than 5 gallons, fuel level is not considered.
- c. Gas tank caps must be lockable or sealed to prevent tampering. Fuel caps must be made difficult to remove.
- d. Ignition systems shall be disabled to prevent starting on equipment that do not have batteries or electric starters but are equipped with fuel tanks.
- e. Vehicle batteries shall not be utilized to supply power to accessories for display purposes.
- f. Alternate power sources to the vehicle shall be disconnected at the end of the day.
- g. Ignition keys must be left with a responsible person on site, at the display location, for use in removal of the vehicle in an emergency situation.
- h. Display of alternate fueled vehicles is subject to Fire Marshal approval.

XI. Display of boats using flammable liquid as a fuel

- a. Fuel tanks shall be completely empty.
- b. All fuel tanks shall be locked or sealed to prevent tampering.
- c. Battery cables shall be disconnected from the ignition system and taped to prevent short-circuiting.

XII. Painting

- a. Flammable spray finishes may not be applied outside of an approved spray booth or without the approval of the Fire Marshal.
- b. All flammable / combustible liquids shall be stored in approved containers.
- c. Dispensing by gravity flow is not allowed for flammable and combustible liquids.
- d. The area must be clear of ignition sources for no less than 30 feet.

XIII. Chain Link Fences and other perimeter obstructions

- a. Perimeter fences shall be approved by the Fire Marshal. Fences shall not be permanently fastened together with wire, cable, chains, etc.
- b. The fence panels should easily be separated by hand.
- c. Fence or barricades sections crossing streets shall be manned at all times.

XIV. Other

- a. All use of candles must be approved by the Fire Marshal
- b. Clearance must be maintained of no less than 24 inches between any object and the fire sprinkler head.
- c. Use of open flames at any time must be approved by the Fire Marshal.