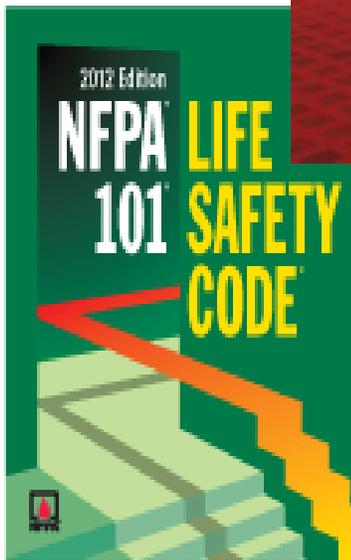


Event Planning with the Fire and Life Safety Code



*A GUIDE TO CREATING
MEMORABLE, SAFE,
SECURE, AND
SUCCESSFUL EVENTS*

A GUIDE TO FIRE AND LIFE SAFETY IN EVENT PLANNING

As an event planner, coordinator, or creator, your task is to make the program memorable for those attending; from a customers' point of view and a marketing standpoint.

But, not everything envisioned can be created and still be compliant with the fire and life safety code. This guide will provide you with a list of areas of concern that must be taken into account when planning and creating for an event. We understand that all events are special for the ones on the receiving end. Our goal is to ensure that the events will also be designed with safety in mind.

Most fire codes were developed or revised as a result of devastation; *Crowd Manager*- resulted from the 100 people who died in the Station Night Club fire in 2003, *Outdoor Event Equipment*- the collapse of the stage system at the Indiana State Fair in 2011 with 7 dead and 58 injured. *Exits Unobscured*- Iroquois Theatre in 1903 with 602 deaths. *Fire Safety Plans in Assembly Occupancies*- Beverly Hills Supper Club in 1977 had 164 dead.

With the help of venue managers, event planners, their customers' and the fire service, we can make the next fire and life safety code changes pro-active instead of re-active. Our goal is to never hear the remark; "... we'll do everything we can to see that this does not happen ***again!***"

Thank you for helping to create safe, secure, successful events.



Event Planning Checklist

To be completed 90 minutes prior to event

- All corridors and egress passageways must be clear and unobstructed.
- Confirm that adjoining spaces contain no obvious fire hazards.
- All handicapped accessible entrances are unblocked and unobstructed.
- Confirm exit and emergency lighting are visible and operating properly.
- Stairways are clear of any obstructions.
- Fire doors not blocked open or chained shut.
- Check the panic hardware on all exit doors to assure smooth operation.
- Open all exit doors to check door swing, and remove any obstructions.
 - ** For winter months, remove snow and ice.
- Temporary cords (electrical, AV) shall not cause a trip hazard.
- Know the location of the manual fire alarm pull stations and assure that they are visible, unobstructed and easily accessible.
- Fire alarm panel shows “*System Normal*” . Report any “**Trouble**” readings to Maintenance and fire alarm company to determine problem
- Fire extinguishers must be available for use. Check pressure reading to see that the gauge shows in the “**green**”. If not, replace extinguisher.
- Trained “crowd managers” in place where required.

**** ALL CORRECTIONS MUST BE COMPLETED BY TIME OF EVENT ****

Fire and Life Safety



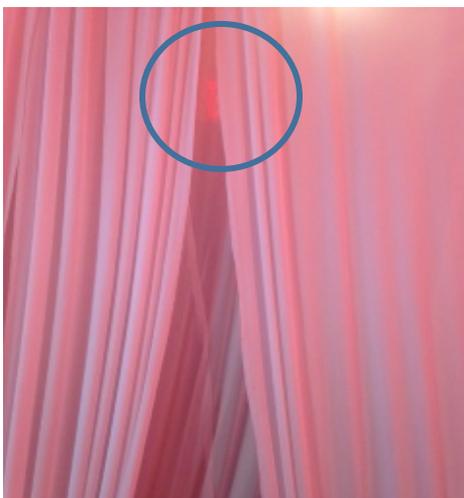
Event Safety Plans: ICC 404.2

An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and structures; Group A (assembly), B, E, H, I, M, R-1 (hotel), R-2, R-4, Malls and Hi-rise.



Room Capacity: ICC 1004

Every room or space that is an assembly occupancy shall have the *occupant load* of the room or space posted in a conspicuous place near the main *exit* or *exit access doorway* from the room or space. The occupancy shall be calculated with the use of Table 1004.1.2 (ICC)



Exit Doors: ICC 1030

Exits shall be free of obstructions or impediments. Hangings and draperies shall not be placed over *exit doors* or otherwise be located to conceal or obstruct an *exit*.



Fire Watch: ICC 901.7

Fire Watch shall be established when a fire suppression or fire detection system will be out of order for 4 hours or more. Or, when the authority having jurisdiction determines a need due to life safety issues.



Crowd Managers: NFPA 101

Assembly occupancies will provide 1 properly trained *crowd manager* or crowd manager supervisor for every 250 occupants.



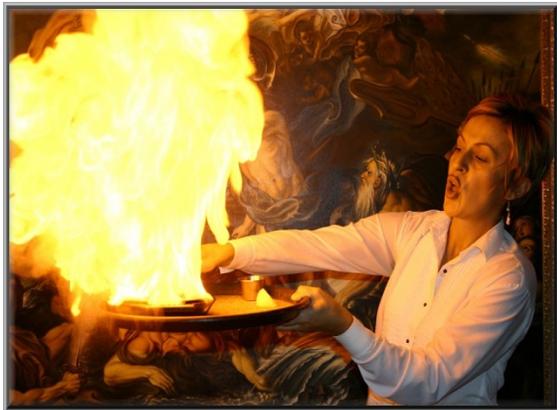
Evacuation Drills: ICC 405

Assembly occupancies shall conduct fire and evacuation *drills* for all employees on a quarterly basis.



Open Flame: ICC 308.3

Candles on tables must be securely supported on substantial noncombustible bases and the candle flames are protected.



Flaming Food: ICC 308.1.8.3

It shall not create high flames. Pouring or lading restricted to 8 inches above the receiving receptacle. Server/preparer shall have a wet towel available to smother flames with.



Tents, Canopies: ICC 2401

A minimum clearance of at least 3 feet between the fabric envelope and all contents located inside the tent structure. Exits shall be maintained and illuminated. Smoking is not permitted.



Pyrotechnics: NFPA 101

No open flame or pyrotechnic devices permitted in assembly occupancies unless exceptions noted in NFPA 101; 13.7.3



Vehicle Displays: NFPA 101

Vehicles must have one battery cable disconnected. No more than ½ the fuel tank capacity or 10 gal., whichever is the less.

Fuel tanks to be locked and sealed.



Combustible Deco: NFPA 101

The authority having jurisdiction shall impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire.



Fire Sprinklers: ICC 901

No items shall be located as to obstruct or prevent the intended spray pattern of the fire sprinkler system.



Fire Alarms: ICC 907

All systems shall be maintained in accordance with applicable NFPA requirements or as directed by the fire code official.

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NOTICE

****** This guide is not all inclusive of areas effected by special events. Please consult with your local fire code official / authority having jurisdiction (AHJ) for anything which may be encountered but is not directly covered by this booklet. ******