

West Haven Fire Services



20 Admiral Street
West Haven, CT 06516
Fire Marshal Keith Flood



366 Elm Street
West Haven, CT 06516
Fire Marshal Roger Sicotte



860 Ocean Avenue
West Haven, CT 06516
Deputy Fire Marshal Kevin Mullen

FESTIVALS/FAIRS AND SPECIAL EVENTS

1. A plan (scaled to $\frac{1}{4}$ in. = 1 ft.) shall be submitted to this office 30 days prior to the date of the event.
2. The plan shall depict the location of all tents, booths, mobile units, stages, buildings and any other facilities, including provisions for emergency vehicle access to all portions of the festival grounds. Plans are subject to the approval of the fire marshal.
3. The fire marshal may designate suitable FIRE LANES on streets or other areas in order to facilitate emergency vehicle access. FIRE LANES shall be posted "NO PARKING FIRE LANE."
4. This office shall be notified of all planning meetings concerning the event.
5. The fire marshal shall determine the number of fire and emergency personnel to be present in the interest of public safety. The sponsor of the event shall incur the expenses.
6. An inspection for compliance will be conducted prior to the event as well as subsequent daily inspections.
7. Compliance with the following is required:

TENTS:

- (a) Tents shall be fire-resistant in accordance with NFPA Standards and shall have an NFPA 701 testing/listing label affixed to them.
- (b) **NO SMOKING** signs shall be posted.
- (c) No flammable liquids or gases (including propane) shall be brought into any tent **OCCUPIED BY THE PUBLIC.**
- (d) Portable fire extinguishers (minimum 10 ABC rated) shall be provided for each tent.
- (e) Tents with sides shall have at least **TWO** exits, remote from each other; tents with an occupant load of over 500 people shall have at least **THREE** exits. Means of egress shall be suitably marked/ illuminated by exit signs and emergency lights.
- (f) Center poles shall be securely lashed (figure 8s to ground driven stakes).

LP GAS:

- (a) LP tanks shall be set on firm level ground (patio blocks are recommended) outside the tent. Tanks shall be secured to stakes or a stationary object; tent poles are not to be used.
- (b) No small tanks (20 – 50 lbs.) may be used. 100 – 150 lb. Tanks are to be used.
- (c) A safety collar or welded neck protection is required.
- (d) Emergency relief valves shall be directed away from tents.
- (e) Tanks shall be set a minimum of 5 ft. from tents and any ignition source.
- (f) Spare tanks shall be kept in a secured area. Tanks shall be secured in the upright position with protective caps in place
- (g) Tanks shall be properly marked with hazardous material classification, test date, and supplier's name and phone number.
- (h) Regulators shall be secured. Regulators shall be properly sized to meet BTU requirements.
- (i) Rubber hose supply lines shall be UL listed.
- (j) Piping or rubber hose supplies shall not be subjected to pedestrian traffic.
- (k) Only compatible appliances shall use LP gas.
- (l) Every vendor using cooking equipment is required to have a portable fire extinguisher (minimum 10 ABC rating). If producing grease laden vapors the vendor is required to have a Class K extinguisher.
- (m) All connections shall be tested with a soapy solution for leaks before equipment is put into service.
- (n) All grills shall be of substantial construction, with proper safeguards. Grills shall be clear of all combustibles.

**VENDORS SHALL NOT BE ALLOWED TO OPERATE WITHOUT COMPLIANCE
WITH THE ABOVE AND IN ACCORDANCE WITH NFPA 58.**

ELECTRICAL:

- (a) All electrical work shall be performed under permit of the West Haven Building Dept.
- (b) All extension cords must be listed

Respectfully,

Keith Flood
Fire Marshal
City of West Haven Fire Department