TOWN OF GREECE

Department of Technical Services

1 VINCE TOFANY BOULEVARD ~ ROCHESTER, NEW YORK 14616-5016

Fire Marshal's Office

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GENERAL RULES FOR FESTIVAL SITES

1 All vendors' booths, food vehicles, tents, propane tanks, portable generators, charcoal grills, electrical equipment and appliances, fire extinguishers or any other festival structures or equipment must be inspected by the Fire Marshal's office prior to the start of the event. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.

2 Electric cords and wiring shall not be placed directly on the ground unless they are properly protected from physical damage and shall be placed so as not to cause a tripping hazard. Electric cords may be buried upon receiving permission from the Fire Marshal.

3 Electric receptacles shall be ground fault protected.

4 Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire.

5 Extinguishers shall be located in an area that is conspicuous and easily accessible for us. All employees working in the booth or tenet shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months *OR* a receipt of purchase within the last 12 months shall be available for inspection.

   a. Cooking booths or any booth using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher in booth accessible in open ready for quick use.
   b. Cooking booths using a solid fuel source shall have a minimum 6L Class K for solid fuel fire extinguisher within 30 feet and in booth.
   c. Cooking booths that have a deep fat fryer shall have a "K" rated fire extinguisher within 30 feet in booth.
   d. In all cooking booths it is recommended that there be a 2A:20-B:C and a "K" located within the booth and no more than 30 feet reach.
   e. Any place with a posted occupancy over 50 persons shall have a 2A:20-B:C **within 75 feet** from all areas.

6 Cooking appliances shall be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.

7 Vendors shall use only U.L. listed electrical cords listed for outdoor use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in compliance with the National Electrical Code.

8 Placement and inspection of booths, tents, and other structures to ensure:
   a. Access for emergency vehicles
   b. Access to fire hydrants
   c. Unobstructed public ways at all times
   d. Means of egress from booth, tents, and other festival/event structures
   e. Fire extinguishers with at least a 2A:20-B:C rating (6L K for grease and/or solid fuel) with current inspection tag.
   f. Proper clearances between cooking appliances and the public and a public way
   g. Vendors and their employees are familiar with festival site rules

9 Exit and Emergency Lighting Devices shall be posted where occupancy is 50 or more. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate the direction of egress. Emergency Lighting Devices shall be illuminated with light having an intensity of not less that 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

10 Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted. NSFC 2404.6

11 **No open flame cooking under tent** and 20' from any other tent. NYSFC 2404.7, 2404.15.5, 2404.15.6

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES. ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL EVENT AND THAT ALL OF THE ABOVE ITEMS WHICH ARE THE RESPONSIBILITY OF THE VENDOR MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL'S OFFICE.

REQUIREMENTS FOR PROPANE (LP GAS) AT FESTIVAL SITES

1. Propane tanks shall be placed outside of tents or other structures and must be secured to prevent tanks from being tipped or knocked over. Suitable fencing shall be placed around propane tanks. Propane tanks on grassy areas shall be chained or securely attached to stakes driven into the ground. Propane tanks located on pavement shall be securely attached to an immovable object.

2. Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Marshal's Office.

3. Only rubber hose stamped "Approved for LP Gas" or rigid black pipe shall be used to transport gas from tanks to appliances. Copper piping shall NOT be used. Rubber hose shall be kept off the ground and be protected from physical damage.

4. Propane hoses may be buried upon receiving permission of the Fire Marshal.

5. LP-gas shall **not** be used for the purpose of operating devices or equipment unless such device equipment is approved for use with LP-gas.

REQUIREMENTS FOR CHARCOAL COOKING AT FESTIVAL SITES

1. Charcoal appliances shall be placed in an open area outside of tent or structure.

2. Charcoal appliances shall be installed on noncombustible surface and be properly supported and protected so that people will not come into contact with the appliance.

3. Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly.

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.

REQUIREMENTS FOR PORTABLE GENERATOR USE AT FESTIVALS

1. All portable generators shall be U.L. listed or equivalent. Vendors shall have the manufacturer's written specifications for each portable generator, which shall be made available for inspection by the Fire Marshal or his designee.

2. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event. Refueling a hot portable generator or the storage of fuel on site is prohibited.

3. An approved fire extinguisher with a minimum rating of 20 BC shall be placed close to the generator.

4. A barrier shall be placed around every generator so as to prevent persons from tampering with electrical cords and equipment and to prevent persons from coming into contact with hot equipment.

5. Power cords shall be 3-wire type grounded and be of sufficient gauge to operate the equipment.

6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Power cords shall be installed overhead, buried, or run through PVC conduit. Power cord locations and type shall be of a type approved by the Fire Marshal at the time of installation.

7. The portable generator shall be located away from the public way and the public.

8. Each portable generator shall be inspected by the Fire Marshal and approved before the event and prior to start up and use.

9. Provide electrical inspection by approved inspection agency.

10. All commercial generators must be grounded with a 6ga copper wire terminated to an 8' copper rod driven into earth. Alternatives to this grounding must be approved by a licensed electrician. Small portable generators must only be located on earth unless grounding need is determined by Code official.

11. All connections must be ground fault protected.

12. An approved fire extinguisher with a minimum rating of 2A:20-B:C, shall be kept close to the generator. The approved fire extinguisher must have been commercially serviced within the past twelve (12) months. Proof of inspection shall be provided.

ELECTRICAL/EXTENSION CORDS

1. Extension cords shall be plugged directly into an approved receptacle except for approved multi plug extension cords and shall serve only one portable appliance. No "pigtails", splicing or "daisy chaining."

2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. (*Never can a small cord supply a larger*)

3. Extension cords shall be maintained in good condition without splices, deterioration or damage.

4. Extension cords shall be grounded when serving grounded portable appliances.

5. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Where this may occur, power cords shall be installed overhead and/or run through a PVC conduit or commercial wire chase. Use of carpets, tape or equivalent is prohibited.

7. Electric receptacles shall be ground fault protected.

8. All connections shall be of weather tight protection from rain and water.

9. All electrical cords shall be U.L. Listed electrical cords rated for outdoors use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in a compliance with the National Electrical Code.

Power Cord Chart

Maximum Load	Maximum Length	Minimum Gauge
20 amps	**100 ft**	**12 AWG**
30 amps	**50 ft**	**10 AWG**
>30 amps	**See site Promoter, site electrician and/or Fire Marshal**	

MOBILE FOOD VEHICLES
Requirements for Food Trucks and Trailers:

1. All trucks and enclosed trailers that produce grease laden vapors must have Type 1 hood.

2. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past 12 months *OR* a receipt of purchase within the last 12 months shall be available for inspection.
   a. Vehicles using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
   b. Vehicles that have a deep fat fryer shall have 6L Class "K" rated fire extinguisher.
   c. In all vehicles it is recommended that there be a 2A:20-B:C and a 6L Class "K" type located within or attached to the vehicle and near means of egress.

3. Vehicles shall have a current RFD inspection tag.

4. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping shall NOT be used.

5. LPG pressure relief valves shall be located within a safe distance away from any ignition source.

6. The main system shutoff valves supplying the fuel from fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE." Signs must be permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.

7. A "No Smoking" sign shall be posted directly above the propane container and visible to the public. Such sign shall be posted with a minimum of **2 inch** lettering.

8. Food trucks and trailers shall be equipped with working carbon monoxide and LPG leak detection devices.

9. Rear mounted DOT approved LP tanks must be mounted at a minimum height of 46 inches above the ground with DOT approved rear bumper.

   ALTERNATIVE: A maximum of two 30 gallon tanks built to ASME and DOT standards for mounting under carriage to rails and side wall venting.

10. As of January 1, 2015, all vehicles producing grease laden vapors shall have a fire suppression system installed with the Type 1 hood.

11. As of January 1, 2015, all hood fire suppression systems shall be inspected by a servicing company every 6 months and properly tagged to indicate such.

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTEN WITH NATIONALLY RECOGNIZED GOOD PRACTICES.

ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL/EVENT AND THAT ALL OF THE ITEMS CONTAINED HEREIN ARE THE RESPONSIBILITY OF THE VENDOR AND MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL OF DISGNEE.

SPECIAL EVENT CHECKLIST

1. Proof of inspection of all booths, tents, propane tanks, portable generators, charcoal grills, electrical appliances, fire extinguishers and any other festival structure or equipment.

2. Placement and inspection of booths, tents, and other structures to assure that they provide the following:

    a. Access for emergency vehicles
    b. Access to fire hydrants
    c. Unobstructed public ways to allow free escape at all times
    d. Means of egress from booth, tents, and other festival structures
    e. Fire safe operating equipment

3. Certificate of fire retardancy of all tent structures shall be provided.

4. Fire extinguishers with at least a 20 BC rating with current inspection tag.

5. Electrical inspection by approved inspection agency.

6. Proper clearances between cooking appliances and the public and a public way.

7. U.L. listed appliance cords (check for wear).

8. Inspection of propane installations

    a. Hoses appropriate for propane use
    b. Hoses and fittings free from leaks
    c. Tanks properly secured and fenced
    d. Current hydro date on tanks

9. Inspection of portable generators to ensure they provide the following:

    a. Assure generator is U.L. listed or equivalent
    b. Location and barrier installation to keep public way clear
    c. Assure power wire is three-wire type
    d. Assure power cords do not create a tripping hazard
    e. Assure fuel is properly stored
    f. A 20 BC rated fire extinguisher is located near the generator

10. Assure vendors are familiar with festival site rules.