

Fort Myers Beach Fire Control District Outdoor Festival and Special Event Guide Book



FORT MYERS BEACH FIRE SPECIAL EVENT APPLICATION:

Complete and return form to the Fort Myers Beach Fire Department FAX: 463-6761 or in Person
(CHECK ALL THAT APPLY)

WILL EVENT HAVE OUTDOOR TENTS FOR SEATING OR COOKING

WILL THERE BE VENDORS SERVING HOT FOOD

LOCATION: _____

DATE OF SET-UP: _____ DATE OF TAKE DOWN: _____

EVENT DATE(S): _____ START TIME: _____ END TIME: _____

EVENT SPONSOR: _____

SPONSOR ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

SPONSOR CONTACT: _____ PHONE: _____

BRIEF DESCRIPTION OF EVENT:

PLEASE NOTE:

- APPLICATION MUST BE SUBMITTED WITH SITE PLAN FOR EVENT.
 - ALLOW UP TO (14) DAYS FOR REVIEW AND APPROVAL. SAME DAY APPROVAL IS NOT POSSIBLE.
 - INSPECTION AND REVIEW FEES SHALL BE IN ACCORDANCE WITH THE FORT MYERS BEACH FIRE CONTROL DISTRICTS SCHEDULE OF FEES.
 - LIFE SAFETY EVALUATION MAY BE REQUESTED IN COMPLIANCE WITH THE FLORIDA FIRE PREVENTION CODE: NFPA 1: CHAPTER 10.
 - PLEASE ENSURE ALL EVENT VENDORS READ AND UNDERSTAND FIRE DISTRICT GUIDELINES GOVERNING SPECIAL EVENTS. FAILURE TO COMPLY MAY RESULT IN ADDITIONAL INSPECTION FEES AND/OR A SHUTDOWN OF VENDOR.
 - PLEASE VISIT WWW.FMBFIRE.ORG FOR SPECIAL EVENT GUIDELINES.
 - **ALL SPECIAL EVENT FEES ARE DUE AT TIME OF APPLICATION PICK-UP.**
- NO APPLICATION WILL BE RELEASED UNTIL FULL PAYMENT OF FEES ARE RECEIVED.**

Fort Myers Beach Fire Control District

OUTDOOR FESTIVAL and SPECIAL EVENT GUIDEBOOK

The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors, and the Fort Myers Beach Fire Control District.

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:

- ✓ Secure the proper permits from the Town of Fort Myers Beach or Lee County for Public Safety approval.
- ✓ Secure any additional permits from the Fire Department Prevention Division. These may include Pyrotechnics, Open Flames and Tents.
- ✓ Provide a site plan to the Fire Department showing:
 - The name of all streets and areas that are 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 Hot Food Vendor a copy of the requirements for Hot Food Vendors.
- ✓ Provide event radios (if used) with a list of assigned channels.
- ✓ **PARADE FLOATS:** All motorized parade floats and towing apparatus in accordance with the **FFPC: NFPA 1: Subsection 10.17.2 shall** be equipped with a **2A:10B:C** portable fire extinguisher that is readily accessible to the operation.

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.

- ✓ Shall keep Fire Lanes, Fire Department Connections and building access clear and unobstructed.
- ✓ Read, sign and post the Hot Food Vendor requirements in the booth.
- ✓ Be prepared, at anytime, for a Fire Inspection.
- ✓ Correct any violations prior to opening for business.
- ✓ Maintain all Fire and Life Safety requirements for the duration of the event.

Fire Department Special Event Staff

Fire Department 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 Department 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
- ✓ Rides and displays
- ✓ Generators and propane tanks
- ✓ Stages
- ✓ Non-food vendors
- ✓ Beer and wine gardens
- ✓ Pyrotechnics and open flame effects

Pyrotechnics and Open Flame Effects

Pyrotechnics: All Pyrotechnic displays are required to be permitted by the Fort Myers Beach Fire Control District. A licensed pyrotechnic operator is required for all displays.

The following information is required for a Pyrotechnic Display:

- ✓ A copy of the Operators and crew Licenses
- ✓ Site plan of shooting area, including fallout zones
- ✓ Show script with a list of product to be used
- ✓ Method of transport and storage plan

Open Flame Effects:

All Open Flame and theatrical flame effects shall be reviewed by the Fire Department. Open Flame effects shall include, but not be limited to the following:

- ✓ Fire dancing
- ✓ Stage props and effects
- ✓ Fire eating
- ✓ Magic acts

ACCESS FOR FIRE APPARATUS

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

Access thru the event:

- ✓ A Fire Lane no less than 20 feet wide and no lower than 13.5 feet high shall be maintained as designated by the Fire Department.
- ✓ Fire Lane distance in excess of 150 feet, with no exit, shall have provisions for turning the Apparatus around. The radius for the turns shall be approved by the Fire Department.
- ✓ As required by the Fire Department, signs shall be provided designating Fire Access Only/No Parking
- ✓ All existing Fire Lanes shall be enforced

Access to Buildings:

As required by the Fire Department, access to building openings and walkways shall be provided. The width of the access and walkways shall also be determined by the Fire Department. **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
- ✓ Exterior SMUD vaults

Access to Water Supplies:

Access to Fire Hydrants and other water supply connections shall be enforced. Event Promoters, Sponsors, Vendors etc. shall be required to maintain a 15 foot clearance around all fire hydrants. 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.

Event Egress

This section will address two types of events:

1. Fenced Events: normally located in Parks or other large open areas.
2. Blocked Streets: normally done at events where main streets and cross streets are closed.

FENCED EVENTS

This type of event typically takes place in a Park or other large open area where the designated area for the event is closed off by temporary fencing.

Number of exits:

The number of exits shall be in addition to the main entrance.

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 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 red letters
- ✓ Exit signs shall measure 18 x 24 inches
- ✓ Sign lettering shall measure 12 inches in height
- ✓ 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.

Access thru the event:

A Fire Lane no less than 20 feet wide and no lower than 13.5 feet high shall be maintained as designated by the Fire Department.

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

The following tents and canopies are subject to inspection:

Tent that is larger than 200 square feet.

Canopy that is larger than 400 square feet.

Definition of a tent:

A temporary structure, enclosure or other shelter constructed of fabric or pliable material supported by any other manner except by air or the contents it protects.

Sources of Ignition:

Smoking is prohibited in tents, canopies, and temporary membrane structures and in adjacent areas where combustible materials are stored or used. “No Smoking” signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures, tents or canopies unless otherwise approved. (Propane powered heaters are not permitted inside)

The following items shall be submitted along with the application:

- ✓ A site plan for the location of the tent, with measurements showing distances to buildings and property lines. A minimum 20-foot separation and fire access is required.
- ✓ A floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and other objects.
- ✓ Certificates showing the tent to be flame retardant with manufacturers’ documentation attesting to this fact.
- ✓ Any cooking or open flames.
- ✓ Heaters and ventilation
- ✓ Any other information that may be required specific to your event.

UPON REQUEST OF THE FIRE DISTRICT, ANY SPECIAL EVENT APPLICANT MAY BE REQUESTED TO SUBMIT A LIFE SAFETY EVALUATION, ALONG WITH, A FIRE DISTRICT SPECIAL EVENT APPLICATION.

Life Safety Evaluations shall be in compliance with the Florida Fire Prevention Code (FFPC): Chapter 10: Subsection 10.15 and contain the following required information

Requirements for Life Safety Evaluation:

- Name of event participants, and projected number of attendees
- Access and egress movement, including crowd density problems
- Medical Emergency mitigation plan
- Fire Hazards
- Permanent and temporary structures
- Mitigation plan for severe weather
- Mitigation plan for civil or other disturbances
- Mitigation plan for hazardous material incidents within and near the facility
- Relationship among facility management, event participants, emergency response agencies, and others having a role in the events accommodated in the facility

IF ANY OF THE ABOVE ITEMS ARE MISSING, YOUR APPLICATION WILL NOT BE ACCEPTED

HOT FOOD VENDOR REQUIREMENTS

The use of food booths is regulated by the Fire Department. These requirements apply to single vendor, freestanding booths. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. *Failure to comply with the following regulations may result in closure of the location.*

Flame Retardant Requirements

The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner recommended by the manufacture.

Portable Fire Extinguishers

A portable dry chemical fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is a 2A10B:C (5 lbs.). If a Deep Fat Fryer is being used, a K TYPE portable extinguisher shall also be provided. Extinguishers shall have a current INSPECTION TAG. The extinguishers shall be attached in an accessible and visible location, between 3 and 5 feet above the ground.

Location

Food booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 10 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 10 feet of a structure.

Gas Stoves

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

Deep Fat Fryers

Deep Fat Fryers shall not be used in food vendor tents. If a Deep Fat Fryer is to be used it shall be outside the tent and at least 18 inches from the outside wall of the tent. If a Fryer is used in conjunction with a BBQ, it shall be at least 3 feet away from the BBQ. Deep Fat Fryers also require the addition of a K TYPE fire extinguisher.

Bar – B –Ques

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 10 feet from a structure or combustible materials. BBQ's and other open flame devices, located outside of structures shall be secured from falling and contact by the public.

Fuel

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. The size of the tank shall be limited to 25 LBS, unless otherwise approved. Fuel tanks shall be secured from falling.

Smoking

Smoking is not allowed at anytime within the food booth, or within 25 feet of any fuel source.

Generators

Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by approved means. The refueling of hot generators is not allowed.

Flammable and Combustible Liquids:

- ✓ Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies
- ✓ Flammable and combustible liquids shall be stored outside and in approved container and no less than (50) feet from temporary membrane structures, tents, or canopies
- ✓ Refueling shall be performed in an approved location not less than (20) feet from temporary membrane structures, tents, or canopies and have a 2A10B:C (5 lbs.) available.

Should you have any questions, contact the **Fire Prevention Bureau at 239-590-4206.**

