	Standard Operating Guideline – West Fargo Fire Department		02.001
	Subject: Public Special Event Permits		
	Section: Community Risk Reduction		
	Date Authorized: 12/1/2019	Authorized by:	
Date Reviewed:	Chief Daniel Fuller		

Intent

The intent of this guideline is to establish standard procedures for issuing public special event permits and conducting inspections of the area prior to the event

References


Definitions

Public Special Events – any event that is open to the public such as fairs, street dances, concerts, parades, etc

Guideline


1. Public Special Event permits should be requested for events through a standardized formal process that is routed through West Fargo city administration staff. The Community Risk Reduction Division should receive a completed event checklist from the event organizer.
2. After receiving the completed event checklist, a plans review should be completed on the checklist to identify any non-compliance with fire code and city ordinances regarding fires.
3. A Pre-Event Meeting should be held to advise the requester of the event permit of any requirements regarding the fire code and city ordinance
4. A Pre-Event Inspection should be completed prior to the event commencing, to verify code and ordinance compliance for safety of the attendees
5. The use of decorative materials may contribute to a fire scenario by being the item first ignited or by contributing to the spread of smoke and fire
 - a. The minimal use of decorative materials in the means of egress (corridors and doorways)
 - i. Provides a safe exit for attendees in the case of fire or emergency
 - b. Any decorative materials should not interfere with fire sprinkler systems
6. Combustible decorative materials include but is not limited to
 - a. Curtains
 - b. Draperies
 - c. Fabrics
 - d. Streamers
 - e. Banners
 - f. Wall Hangings
 - g. Paper
 - h. Surface coverings for decorative or acoustical effects

Public Special Event Permits	Community Risk Reduction	02.001
------------------------------	--------------------------	---------------

	Standard Operating Guideline – West Fargo Fire Department		02.001
	Subject: Public Special Event Permits		
	Section: Community Risk Reduction		
	Date Authorized: 12/1/2019	Authorized by:	
Date Reviewed:	Chief Daniel Fuller		

- i. Other materials used for decorative effects
7. For events held in schools, such as musicals, concerts, dances, plays, and sporting events
- a. Decorative materials shall include all combustible materials such as: curtains, draperies, fabrics, streamers, banners, wall hangings, paper and surface coverings applied over the building finish for decorative, display, acoustical or other effect. Additionally includes: batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss and similar items utilized for decorative effect, including foam plastics and materials containing foam plastics or other similar combustible materials.
 - b. All decorative materials in corridors, gyms, cafeterias, libraries, and/or on room doors shall be either noncombustible, flame resistant, or fire retardant treated; the principal will be required to provide verification.
 - c. This does not apply to student work, unless it is used on classroom doors.
 - d. NOTE: Laminated materials shall not be displayed or used in corridors and/or on doors. Laminated materials and student work may be displayed in the classroom. Corridors, Gyms, Cafeterias, Libraries
 - e. Decorative materials and student work shall be displayed only on bulletin boards or wall areas neither of which shall limited and at the discretion of the fire marshal’s office. Floor to ceiling display boards and/or areas are not permitted. Banners and posters shall be at the discretion of the fire marshal.
 - f. Decorative materials, student work or any other material shall not be suspended from or attached in any manner to corridor ceilings. Classroom Doors Decorations must be non-combustible or fire retardant treated and shall be limited. Non-combustible or treated student work may be used on the door.
 - g. Classrooms Decorative materials and student work may be displayed on walls and suspended from the ceiling with the following conditions:
 - i. Shall not obstruct exits, and/or block exit lights, emergency lighting fixtures, smoke detectors,
 - ii. or sprinkler heads.
 - iii. Shall not be attached to or hung from sprinkler heads or light fixtures;
 - iv. Should not rest on or be within three (3) feet of any heat producing equipment.
 - h. Auditoriums Decorative materials shall be restricted to the stage area only. All decorative materials and stage props shall be non-combustible, flame resistant, or fire retardant treated.
8. All exit doors must be unobstructed and unlocked at all times. Any exit door that is accessible must be unlocked. Corridors leading to an exit door(s) must be unobstructed. Use of portable vandal gates must be approved by the Fire Marshal’s Office.

Public Special Event Permits	Community Risk Reduction	02.001
------------------------------	--------------------------	---------------

	Standard Operating Guideline – West Fargo Fire Department		02.001
	Subject: Public Special Event Permits		
	Section: Community Risk Reduction		
	Date Authorized: 12/1/2019	Authorized by:	
Date Reviewed:	Chief Daniel Fuller		

9. Tables, chairs, props, scenery, or any other obstructions shall not block or restrict access to the exit door. Tunnels may be used in an exit way and at any exit door if it is non-combustible, at least as wide as the exit door width, the height of the exit door, and it cannot obstruct the exit sign. Ramps can be used in an exit way or at an exit door, but they must have a gradual incline and there shall be no steps or steep drop-offs. No grates are allowed.
10. All exit signs must be lighted and visible at all times.
11. When portable seating, tables and/or other furnishings are used, main aisles shall be a minimum of 44 inches and lead to an exit. A minimum 72-inch clear width must be maintained in all corridors. The aisles and corridors must be unobstructed at all times.
12. No smoking is allowed in the schools. Open flames are only permitted in approved areas (i.e. bon fires), by permit obtained from the Fire Marshal's Office.
13. Quantities of flammable and/or combustible liquids permitted by the Statewide Fire Prevention Code shall be in approved areas.
14. Any electrical wiring installed must be done by a certified electrician in accordance with the National Electrical Code and the North Dakota Electrical Code
15. Fire extinguishers of adequate type and number shall be provided. Extinguishers must be full and have up-to-date inspection and hydrostatic test.
16. Extension cords can be used only in temporary situations. There shall be no more than one extension cord used between an appliance and the outlet. The cord wire shall be at least the size of the appliance wire. Multi-outlet circuit breaker type extension cords are permitted if only one is used.
17. At no time will there be more people allowed in the assembly area than the maximum occupancy limits.
18. If upon inspection, an overcrowding condition exists, the event will be stopped until the occupant load is reduced to the maximum limit.

Public Special Event Permits	Community Risk Reduction	02.001
------------------------------	--------------------------	---------------