



Doña Ana County *Fire & Emergency Services*

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The purpose of this guidebook is to establish the fire, and life safety guidelines and responsibilities for the event sponsors, vendors and the Dona Ana County Fire and Emergency Services Prevention Staff.

The Dona Ana County Fire and Emergency Services Prevention Staff views these events as a team effort. The team will function well when each member is more aware of their roles and responsibilities. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

Please contact us at (575) 647-7921 if you have any questions regarding these fire prevention guidelines for your event. Our goal is to assist you in having a successful event through fire safety preparedness, and fire prevention information and education.

General requirements for special events, festivals and mobile food vehicles

Definitions

For the purposes of this guidebook, the following definitions shall apply:

- **Canopy or tent** – A temporary structure, the covering of which made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope, cables, or both.
- **Mobile Food Unit** – A food service establishment that is vehicle mounted or wheeled and is capable of being readily moveable.
- **Cooking booth** – Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep frying, baking, warming, or boiling.
- **Vendor booth** – Any booth other than a cooking booth.

Responsibilities

Event Sponsor - The Event Sponsor assumes overall responsibilities for the set-up and running of the event and ensures compliance with fire and life safety guidelines. A copy of this guidebook shall be distributed to each Vendor.

- The Event Sponsor shall provide a site plan to the DACFD Prevention Staff showing the following:
 - The name of all streets and areas that is included in the event.

- The location(s) of DACFD access lanes (minimum width – 20feet).
- The location of stages, non – food booth vendors, food vendors and display areas.
- Number and Location of emergency exits.
- A list of food vendors with the type of food and cooking method.

Event Vendor – Each Event Vendor is 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 ensure compliance with fire and life safety guidelines.

- All Event Vendors Shall:
 - Keep fire lanes, DACFD connections, and building access clear and unobstructed.
 - Be prepared for a fire inspection beginning 2 hours prior to opening for business.
 - Correct any violations prior to opening for business.
 - Maintain all fire and life safety guidelines for the duration of the event.

Fire Hazards and/or concerns

- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within 25 feet of booths, tents, or any structure.
- Remove trash accumulations regularly.
- No open flame devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable or combustible items within 10' of any booth/tent/structure.
- Heaters – Electric or fuel-fired shall follow these rules.
 - Devices must be certified and labeled by an approved testing laboratory.
 - A clearance of 3 feet around all sides must be maintained at all times.
 - Combustible materials shall be kept away from heat sources.

Electric Power

- Generators shall be placed only in locations approved for festival use. Generators will be allowed time to cool off before refueling.
- When refueling generators a clearance of 50 feet shall be maintained from any part of the event to include all booths/tents/structures.
- Extra fuel shall be stored within a container that is correctly labeled and approved by the Prevention Bureau Staff.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5 feet away from booth/tent. If the generators outside of a mobile vehicle it shall be protected from contact by the public.

Fire Extinguishers

- All booths/tents and or mobile food trucks must have a minimum of one 2A:10:BC fire extinguishers.
- Fire extinguishers shall be quickly accessible by staff and kept from contact by the public.

- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths/tents and mobile food vehicles shall have a K class fire extinguisher. A class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- All fire extinguishers located within any booth, tent, or mobile food vehicles shall have current inspection/services tags affixed to them.

Propane Cylinders

- Propane cylinders shall be installed upright, secured to prevent overturning, and protected from any physical damage. The preferred method would be nested together and strapped. It can be secured to a tree or by a standing secured pole and strapped with one or more restraints. Propane cylinders shall not be attached in any way to a canopy or tent.
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 5 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended services.
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage and not constitute a tripping hazard.
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use, or vehicle.
- A maximum of three 100 lb. cylinders shall be used at any one time for each cooking booth, tent, or mobile food truck.
- Piping- All propane and natural gas piping must be constructed and installed in accordance with NFPA 58-6.23.5. All propane and natural gas pipes and fixtures must be made of steel, copper, or brass. **None UL listed plastic or rubber piping of any kind will be permitted in the truck for any reason.**
- Mounting and Placement of Propane and Natural Gas Tanks. The mounting of propane and natural gas tanks must withstand impact equal to four times the weight of the filled propane or natural gas container according to NFPA 58-6.23.3.4. Tanks must be secure (NFPA 58-5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in NFPA 58-6.23.3.3. Under these guidelines there are three permitted mounting options for propane and natural gas tanks.
 - a. Outside mounted in a semi-enclosed cabinet, with vents at the top and bottom to facilitate the diffusion of vapors, vapor-tight to the interior of the vehicle, with a weather-protected regulator and a leak indicator as describe in NFPA 1192-6.4.8.
 - b. Outside mounted, secured on top and bottom and stabilized (e.g. with a strap), vapor-tight to the interior of the vehicle mounted no less than 28" above the top of the bumper with a weather-protector regulator.
 - c. Chassis mounted, according to NFPA 58-6.23.3.4.
- No gas tanks shall be installed on the roof of the vehicle under any circumstances. In addition, no flammable liquids should be stored inside the vehicle. Such liquids may only be stored in their own separate container in a manner consistent with propane and natural gas mounting specifications.

Ventilation System

- If the mobile food vehicle is equipped with a ventilation system, it must meet the requirements of NFPA 96, Chapter 5. This ventilation system must be in operation at all times when the cooking equipment of the truck is being used. All fan systems in the cooking area of the truck must have minimum combined cubic feet per minute rating equal to twice the volume of the interior of the truck as measured in cubic feet.
- If the mobile food vehicle is equipped with a kitchen exhaust hood, and the mobile food vehicle uses propane or natural gas for cooking, it must be equipped with a Type I or Type II commercial kitchen exhaust hood as defined by chapter 18-28. Exhaust hoods must be inspected semi-annually by a licensed HVAC professional to ensure continuing maintenance and upkeep.

Cooking Equipment

- All cooking appliances must be listed by Underwriters Laboratories of NSF International **for mobile applications** for the appropriate fuel and be clearly marked with the appropriate rating sticker. All fat fryers must have a lid over the oil vat that can be secured in order to prevent the spillage of cooking oil during transit. This lid should be secured at all times when the vehicle is in motion.

Vendor/Cooking Booths Requirements Only

- All fabrics or members covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Test for Flame Propagation of Textiles and Films, 2004 Edition.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6 feet 8 inches high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from the cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft with no dimension longer than 100 lineal feet.
- All cooking devices shall be isolated from the general public not less than 48 inches away or must be protected by barriers between the devices and the public.
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material.

Access for DACFES / Emergency Apparatus.

During large events it is especially important to maintain access for Fire/Emergency apparatuses. To ensure a safe event, all fire access codes shall be enforced.

Access through the event

- A fire lane of not less than 20 feet in width and without overhead obstructions lower than 13.5 feet shall be maintained.
- Dead-end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the DACFES.
- Signs shall be provided designating Fire Access / No Parking.
- All existing fire lanes shall be enforced.

Access to Buildings

- Access to the following shall not be obstructed.
 - All exterior building doors, openings and walkways.
 - Fire control rooms
 - Fire pump rooms
 - Parking structures
- The width of the access routes shall be determined by the Dona Ana County Fire Prevention Bureau Staff. Additional building access may vary depending on the building and the venue.

Access to Water Supplies

- Access to the following shall not be obstructed:
 - Fire Hydrants
 - Fire Department Connections
 - Post-indicator valves
 - OS&Y valves
- Vendors shall be required to maintain a clearance of 15 feet per side of any water supply connection. All other existing requirements for access to fire hydrants and other water supply connections shall be enforced. Any vendor blocking access to water supplies shall be reloaded immediately.

Exiting Requirements

This section will discuss two types of events: 1.) Restricted access events, and 2.) Events that block street access.

Restricted Access Events

This type of event typically takes place in a park other large open areas. The designated area for the event is confined by temporary fencing, natural barriers, or other structures.

The number of exits, exit width, and exit spacing shall be determined and approved by the DACFES Prevention Staff. Below are the minimum standards, however, changes greater or less than, shall be at the discretion of the DACFES Prevention Staff.

- Number of exits
 - A minimum of two (2) exits shall be provided for the event.
 - A minimum of three (3) exits shall be provided when the site accommodates 1,000 – 3,000 persons.
 - A minimum of four (4) 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 feet of travel. Additional exits shall be added if needed.

- Exit Width – Exit width shall be no less than six (6) feet clear width or approximately one panel width of temporary fencing.
- 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 exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters
 - Exit signs shall measure no less than 18 x 24 inches
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ "thick letters
 - Sign shall be placed at the top center of the exit panel

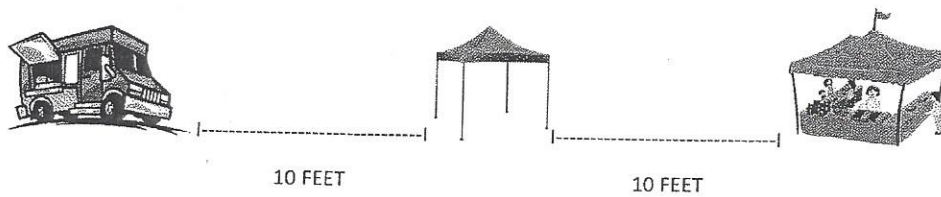
Blocked Streets

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.

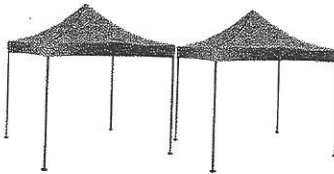
- Exit Placement - Exits shall be placed at both ends of the street closure. Cross streets shall also have emergency exit access.
- Exit Width – Exit width shall be no less than six (6) feet clear width or approximately one panel width for temporary fencing.
- Exit Staffing – Each exit shall have a member of the security staff assigned to it.

DACFES Prevention Staff – Prevention Staff are responsible for inspecting all related aspects of the event prior to opening. The inspectors shall issue correction notices, if required, and re-inspect to ensure compliance.

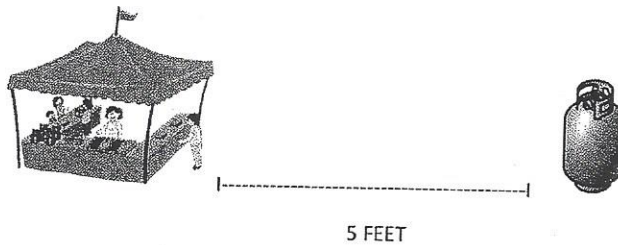
- The inspections shall include, but not be limited to the following:
 - Hot food and non-food vendors
 - DACFES access
 - Access to hydrants, Fire Department connections, and fire control rooms
 - Event egress
 - Special attractions and displays
 - Generators and propane tanks
 - Stages
 - Assembly areas/tents
 - Pyrotechnics and open flame effects



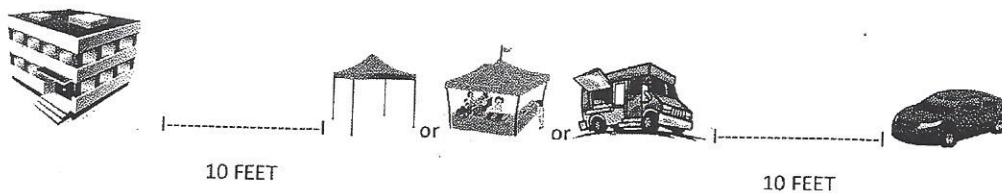
Cooking tents/food trucks and non-cooking tents need to be separated by no less than 10 FEET.



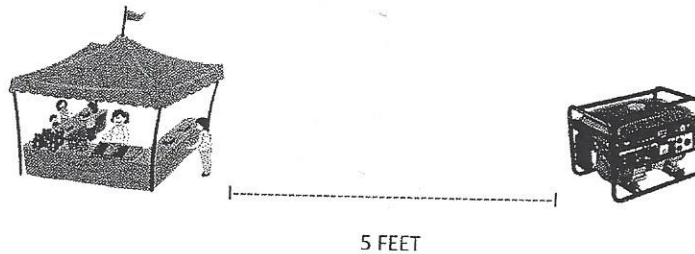
Multiple tents used for non-cooking DO NOT need to be separated.



Propane cylinders 500 gallons or less must be at least 5 FEET away from any tent.



Any cooking/non-cooking tent, booth or food truck must be a minimum of 10 FEET away from any structure or vehicle.



Generators need to be at least 5 FEET from any tent. Generators also need to be isolated from public contact.