GRAD NIGHT

Common Uniform Fire Code Violations

DATE: January 26, 2010
INFORMATION BULLETIN: F-09-008
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Permits

Special events coordinators shall obtain a permit from the local fire authority at least two (2) weeks prior to the event date. Below is a list of the items that should be included on the floor plan in order to acquire a permit.

Plans

A minimum of two sets of plans shall be submitted at least two weeks in advance of the event. Plans will be stamped for approval with any required corrections identified. The plans shall be picked up at the Fire Administration building when they have been approved.

Inherently Fire Retardant or Flame Retardant Treatment

A. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials MUST BE FLAME RETARDANT to the satisfaction of the Fire Department and the State Fire Marshal.
B. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than six (6) inches.
C. Oilcloth, tarpaper, nylon, orlon, visquene and certain other plastic materials cannot be made flame retardant and their use is prohibited.
D. A certificate of Flame Resistance shall be available for review by the Fire Marshal or shall be on file with the Fire Marshal for all decorative Materials.

Exits

A. Exit signs must be illuminated. Check all bulbs in exit signs to be sure they are operable.
B. Exit ways shall not be obstructed by decorations. Storage is prohibited in corridors or hallways to exits.
C. If exit is not in use or blocked by decorations (with Fire Marshal's approval), exit signs will need to be temporarily covered.
D. If decoration height obstructs view of exit signs, signs must be provided for directing participants to nearest exit.
E. Exits shall not be more than 150 feet travel distance.
F. No decoration is allowed in foyer area unless approved by the Fire Marshal.

Electrical Extension Cords and Multi-Plug Adapters

A. Extension cords shall service one (1) appliance only and shall be a three (3) wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen (15) amps.
B. Multi-plug adapters must be U.L. approved and have a current (electricity) breaker overload safety device.

Fire Protection Devices

All sprinkler valves, fire hose cabinets, fire extinguishers, or other fire protection devices shall be identified on the plans. All equipment shall remain unobstructed during the event activities as per the Uniform Fire Code.

Open Flame

No open flame is allowed.

Exception: When proper safeguards are provided, sterno and/or candles may be allowed. An additional permit may be required.

Standby Fire Personnel

Standby fire personnel shall be provided when declared essential for public safety by the Fire Marshal.