



## **EXCELSIOR FIRE DISTRICT**

### **Minnesota State Fire Code and the Excelsior Fire District Risk Reduction Requirements CHECKLIST**

**This checklist was created to help event planners prepare for the Minnesota State Fire Code (MSFC) and the Excelsior Fire District (EFD) requirements inspection. This checklist for any event with exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, small tents, and tents/temporary buildings over 400 square feet.**

**This checklist is for personal use and is not required to be turned into the Excelsior Fire District.**

#### **CONTACT AND OTHER INFORMATION REQUIRED FROM EVENT ORGANIZERS**

##### **DUE 60 DAYS PRIOR TO THE EVENT**

**\_\_** Obtain a Special Event Permit from the city the event is in.

##### **SEND TO THE EXCELSIOR FIRE DISTRICT 30 DAYS PRIOR TO THE EVENT**

**\_\_** Organization name

**\_\_** Event name

**\_\_** Tent information

- ✓ Tent size (s)
- ✓ Tent location(s)
- ✓ Tents sides: Yes No

**\_\_** Obtain flame propagation performance treatment documentation.

Note: This information can be obtained at the time of the inspection, emailed, or faxed to the Excelsior Fire District at 952-960-1690 Attention: Kellie.

**\_\_** Hire a medically trained stand by crew for sporting event with 500 participants or more.

##### **SEND TO THE EXCELSIOR FIRE DISTRICT 15 DAYS PRIOR TO THE EVENT**

**\_\_** Send the exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents business and contact information.

- ✓ Exhibitors, vendors, and concessions business name
- ✓ Business address
- ✓ Business owners/operators first and last name(s)
- ✓ Phone number(s)
- ✓ Email(s)
- ✓ Any special information that applies to the inspection

- \_\_\_ Schedule an event/tent inspection time with the EFD Fire Marshal.
- \_\_\_ Send the exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents the following information:
  - ✓ EFD tents safety sheet
  - ✓ Event Risk Reduction Requirements
  - ✓ inspection time
- \_\_\_ Send volunteers the EFD Event Recommendation for Volunteers Information Sheet.
- \_\_\_ Obtain written permission from the Excelsior Fire District to use Sterno, canned heat, or chafing fuel.
- \_\_\_ Send Crowd Manager information
  - ✓ Full Name (s)
  - ✓ Cell Number(s)
- \_\_\_ Crowd Manager have reviewed and understand their responsibilities.
- \_\_\_ Notify the buildings/business owners around the tent/event perimeter and those that will be effected.
- \_\_\_ Contact the State of Minnesota Electrical Inspector.
- \_\_\_ Confirm the certified pyrotechnic operator has sent the Fireworks -Ground and Aerial Displays Permit to the Excelsior Fire District.
- \_\_\_ Send the tent/temporary building layout sketch
  - ✓ Indicate tent(s) and/or event exits and entrances
  - ✓ Include structures surrounding the tent and approximate distance from the tent to other tents, buildings, and structures included in the event
  - ✓ Show streets, roadways, public way, trails and sidewalks
  - ✓ Indicate road closures
  - ✓ Include any items in and around the tent, stage, tables, beer trailers, heating system, displays, etc.
  - ✓ Provide measurements/square footage of stages, beer trailers, sound booths, and items other than tables and chairs that cover the surface/floor
- \_\_\_ Fill out and send the Excelsior Fire District Camp and Recreational Fire Burn Permit.
- \_\_\_ Provide Special Event Plan information to the EFD Fire Chief  
 Required for events with 500 people or more
  - ✓ Agencies involved
  - ✓ Event detail
  - ✓ Assumptions/considerations
  - ✓ Contact information
  - ✓ Emergency procedures
  - ✓ Maps
  - ✓ Evacuation routes
  - ✓ Shelter locations

**DAY OF EVENT REQUIREMENTS**

- ✓ Notify EFD immediately if the event has been cancelled or postponed.
- ✓ Notify EFD of any vendor/exhibitor changes, delays, or cancellations.
- ✓ Conduct a pre-inspection.

## **DAY OF EVENT INSPECTION PREPARATION**

\_\_A member of the event planning team must do a pre-inspection. Make sure all the participants are present and ready for at the inspection time.

### **PRE-INSPECTION PRIORITY LIST**

#### **The Event**

- \_\_Portable Fire Extinguishers in the area where required
  - ✓ Secured properly
  - ✓ Signage posted
- \_\_LP gas containers located outside.
- \_\_LP gas tanks secured in all areas.
- \_\_LP gas tanks safety release valves pointed away from the tent and places where people work or gather.
- \_\_Only approved heaters in the tent(s.)
- \_\_No torpedo style or tank mounted space heaters in the tent(s).
- \_\_Patio heaters placed per Manufacturer's Instructions. Manufacturer's Instructions must be available upon request.
- \_\_No patio heaters are in the tent(s).
- \_\_Precautions taken to prevent hazards around support ropes, guy wires, and stakes.
- \_\_Electrical cords that cross pedestrian pathways are protected from becoming tripping hazards.
- \_\_Outdoor cooking within 20 feet (6096 mm) from a tent(s).
- \_\_Fire Department Access is clear.
- \_\_First Aid sign posted.
- \_\_Large and small tents in proper locations.
- \_\_Cooking and heating equipment in proper locations.

#### **Mobile Cooking Operations**

- \_\_Wheel chocks in place. At least one wheel on each side.
- \_\_There is no public seating within any mobile or temporary cooking vehicle.

#### **Temporary Cooking Operations**

- \_\_Cooking and heating equipment have 10 feet clearance from combustible materials.
- \_\_Outdoor cooking that produces sparks or grease-laden vapors are 20 feet from large tents.
- \_\_There is no deep fat frying in portable/temporary tent(s).
- \_\_No open flame or other devices emitting flame, fire, or heat or using any flammable or combustible liquids, gas, or charcoal are inside tent or located within 20 feet of tent(s).

### **Temporary Cooking Operations Continued**

- No lit candles are in the tent(s).
- Tents secured by weight or stakes.
  - ✓ Each tent has 35-100 pounds of weight secured to each post/leg to prevent the tent from lifting on any side.
  - ✓ Each tent post/legs are staked to prevent the tent from lifting on any side.
    - Note: Stakes are made for use in average soil conditions. Wet, muddy, or sandy soil will require criss crossed stakes, cork-screw tie-outs and/or weights.

### **Tents 400 Square Feet or More**

- Tents and their appurtenances are anchored/secured.
- LP gas tanks are protected from impact.
- Portable fire extinguishers have current inspection tag.
- Portable fire extinguisher(s) are mounted or secured.
- Extinguisher signage is posted.
- Exits signs
  - ✓ In proper locations
  - ✓ Are illuminated
- Emergency Lights
  - ✓ Light up the means of egress/exit pathway properly.
  - ✓ Works when the backup battery is tested. NO EXCEPTIONS
- Exits, aisles, and passageways are clear and will remain clear.
- Occupancy sign is posted by an exit.
- Generators and other internal combustion power sources are properly located.
- Generators are protected from any type of impact and damage.
- Flammable and combustible liquid storage is at least 20 feet from portable generators.
- No hay, Straw, or shavings are in the tent.
- There is 3 feet of clearance between the fabric envelope (walls and ceiling of the tent) and all contents located inside the tent.

**Note: This is a checklist only, details on requirements are in the tent requirements document that has been sent to the organization or can be found on the Excelsior Fire District website at [www.excelsiorfire.org](http://www.excelsiorfire.org)**

Should you have any questions, please feel free to contact an Excelsior Fire District Inspector, Kellie Murphy-Ringate at 952-960-1692 or e-mail [kmurphyringate@excelsiorfire.org](mailto:kmurphyringate@excelsiorfire.org)

Revised: May 19, 2020  
Yellow Sheet