



## **EXCELSIOR FIRE DISTRICT**

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

The following codes set forth by the Minnesota State Fire Code (MSFC) and the Risk Reduction Requirements of the Excelsior Fire District apply to exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents. This document is only a collection of the most common violations found during inspections and general information.

There are other codes and standards that apply to exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, and events. It is the responsibility of the organizers of the event and the owners and operators mentioned above to beware of and to comply with those codes and standards.

MSFC and an Excelsior Fire District Risk Reduction Inspection is required for events open to the public on public or private property. This includes team events, competitions, fund raisers, and other private events on public or private commercial property. This includes, restaurants, drinking establishments, schools, churches, parking lots, docks, parks, and trails.

Fire Code Inspections are required regardless of an event permit issued by the city. Permit requirements vary from city to city. Please contact the city that the event is being held in for permit requirements.

Events open to the public in city parks and the Excelsior Commons require an inspection.

Mobile Cooking Operations and Temporary Cooking Operations that are not affiliated with an event that are open and serving to the public on commercial or private property, in city parks, streets, roads, sidewalks, and the Excelsior Commons requires an inspection before they can serve to the public.

Inspections for Mobile Cooking Operations and Temporary Cooking Operations can be conducted the day of the event and/or opening to the public and must be scheduled at least one hour before. Appointments to have an inspection conducted at Excelsior Fire Station No.1 for Mobile Cooking Operations (Food trucks and trailers) are available.

Inspections are not required for private events on private property, i.e. graduation parties, weddings, bar mitzvahs, reunions, and picnics.

## **MN State Fire Code 2020**

**Section 3103.3 Place of assembly.** For the purposes of this chapter, a place of assembly shall include a circus, carnival, fair, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

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

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

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

#### **DUE 30 DAYS PRIOR TO THE EVENT**

**Organization name:**

**Event name:**

#### **Tent information**

**Tent size/sizes:**

**Tent location (s):**

#### **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.

**Are there any tents over 400 square feet?**

Yes No

**If yes, see 2020 EFD Risk Reduction Requirements for tents over 400 square feet**  
**[www.excelsiorfire.org](http://www.excelsiorfire.org)**

**MSFC 3104.20.2 Crowd managers** There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd managers/supervisor for every 250 occupants, as approved.

### **Crowd Manager Responsibilities**

Crowd managers are responsible for, but not limited to the following:

- Conduct pre-event inspections to identify problems
- Conduct pre-event inspections of tents, mobile and temporary cooking operations
- Know how to use a portable fire extinguisher
- Guide the crowd in an emergency
- Maintain all event exits
- Maintain fire apparatus access
- React to deteriorating weather conditions
- Identify problem attendees and how to respond once they're identified
- Be familiar with the Special Event Plan
- Coordinate with emergency responders (Special Event Plan)

### **Building and Business Owners Notification**

It is the responsibility of the establishment /person (s) in charge of the event to notify the buildings/business owners and those that will be affected by the event **15 days prior** to the event.

### **Electrical Inspection Required**

Events with three or more inflatables

Large events

Events with multiple generators or one large generator

Food trucks must have a current electrical inspection sticker

Events with Ferris Wheels and other amusement rides

### **Camp and Recreational Fire Burn Permit**

Any type of recreational fire at the event will require an Excelsior Fire District Recreational Burn Permit turned into the Excelsior Fire District **15 days prior** to the event.

A copy of the Recreational Fire Burn permit must be on the event site.

## **Fireworks -Ground and Aerial Displays**

An Excelsior Fire District Application/Permit for displays of fireworks/pyrotechnic special effect must be completed and returned to the Excelsior Fire District 15 days prior to date of display.

The Excelsior Fire District Application/Permit for displays of fireworks shall be submitted by a pyrotechnic operator certified by the State Fire Marshal.

An inspection is required for all fireworks/pyrotechnic special effect displays.

An Excelsior Fire District stand by crew is required for all fireworks/pyrotechnic special effect displays.

Planning note: **MSFC 3104.8 Fireworks.** Fireworks shall not be within 100 feet (30 480 mm) of tents or membrane structures.

## **REQUIREMENTS FOR EVENTS WITH MORE THAN 10 TENTS AND/OR MOBILE COOKING AND TEMPORARY COOKING OPERATIONS**

### **EVENT LAYOUT SKETCH**

Submit a sketch of the event layout to the Excelsior Fire District **15 days prior** to the event.

#### **Sketch should include the following:**

- ✓ 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

### **SCHEDULING INSPECTION(S) INFORMATION**

The time for the tent(s)/event inspection must be scheduled at least **15 days prior** to the date of event.

Exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents must be present for the inspection. Their area/booth/stand must be completely set up for serving to the public at the time of the inspection.

The crowd manager and /or person(s) responsible for the event must be present for the inspection.

A re-scheduling fee of **\$100.00** will be charged.

It is the responsibility of the event organizers to notify the exhibitors, vendors, concessions, Mobile Cooking Operations, Temporary Cooking Operations and small tents (under 400 square feet) or more of the inspection time and to provide them with copies of the 2020 Minnesota State Fire Code and the Excelsior Fire District Risk Reduction Requirements.

Items cannot be sold to the public from the above mentioned until the inspection is complete.

### **INFORMATION REQUIRED**

A list of the vendors requiring an inspection must be provided to the Excelsior Fire District **15 days prior** to the event. Include the following information:

- 1) Exhibitors, vendors, and concessions business name
- 2) Business address
- 3) Business owner(s)/operators name(s)
- 4) Phone number(s)
- 5) Email
- 6) Any special information that applies to the inspection

### **Special Event Plan**

Required for events with 500 participants or more

Must be completed at least **15 days prior** to the event.

#### Key Components

- Agencies Involved
- Event Details
- Assumptions/Considerations
- Contact information
- Emergency Procedures
- Maps
- Evacuation Routes
- Shelter Locations

### **Sporting Events with 500 Participant or More**

A Medically trained crew is required to be on standby at the event site. The crew must have the appropriate equipment, including an External Automatic Defibrillator.

### **First Aid**

Large events must designate an area for the public to seek first aid.

A First Aid sign or symbol that is visible from all areas of the event must be posted.

## **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.

### **★PRE-INSPECTION PRIORITY LIST (4 ITEMS)**

**★1. Portable Fire Extinguishers**

**★2. LP and Compressed Gas Cylinders**

**★3. Tents Secured (see EFD Tent Safety 101 document)**

**★4. Electrical Cords Protected**

**★1. Portable Fire Extinguishers must be Present Mounted or Secured**

## **Commercial Cooking Equipment**

**MSFC State Amendment 906.1 #2 Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within 30-foot travel distance of commercial-type cooking equipment.

A commercial ABC fire extinguisher that has been inspected, tested, and tagged or is brand new within the last 12 months and accompanied with a receipt shall be provided on site.

Fire extinguishers shall be provided for cooking operations. Cooking equipment involving vegetable or animal oils, or fats shall be protected by a Class K portable fire extinguisher. For all other purposes each vendor shall provide an ABC-4.5-pound fire extinguisher.

**The Excelsior Fire District requires any exhibitor, vendor, or concessions that have an approved open flame, uses electricity and/or has a power supply must provide a fire extinguisher.**

**The Excelsior Fire District requires all concessions that are operating in front of an establishment and/or on the same property must have a fire extinguisher that is solely assigned for the concession operations. A fire extinguisher designated for an area within the occupancy cannot be taken from an operating business.**

**MSFC 904.11.5.2 Class K Portable Fire Extinguisher.** Cooking equipment involving vegetable or animal oils, or fats shall be protected by a 1.5-gallon Class K portable fire extinguisher

1. For up to four fryers having a maximum cooking medium capacity of 80 pounds.
2. For individual fryers exceeding 6 square feet in surface area.

**MSFC 906.7 Hanger and Brackets.** Hand-held portable fire extinguishers shall be installed on the hanger or brackets supplied. Hangers and bracket shall be securely anchored to the mounting surface

**To prevent accidental discharge of fire extinguisher (s) The Excelsior Fire District requires that the fire extinguisher shall be mounted and/or secured to a stable object with a rope or bungee cord. The extinguisher shall be secure in a manner that allows it to be readily accessible, not be obstructed, and not required special operation to access.**

**MSFC 901.6.1 Standards.** Fire protection systems, alarms systems, and fire extinguishers shall be inspected, tested and maintained annually in accordance with reference standards listed in Table 901.6.1. A fire protection system, alarm system, and *fire extinguisher must be tagged with current date of inspection.*

**Owners and operators of concessions should be aware that in the event of a cooking, frying, or equipment fire they should turn off the electrical power source, propane tank, or any other equipments /sources if it is safe enough to do so.**

## **★2. LP and Compressed Gas Cylinders Secured**

**MSFC 3104.16.1 General.** LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved. Approved piping shall be of a flexible type. Rigid piping such as copper is not allowed.

**MSFC 3104.16.2 Location of containers.** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy. Valves shall also be pointed away from pedestrian pathways and areas where people gather.

**MSFC 3104.16.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

The Excelsior Fire District requires when portable LP-gas or compressed gas container are on site at any time they must be secured with a chain, nylon tie down strap, or metal cord. No ropes or bungee cords will be accepted.

Exception: Propane tanks 20 lbs. or less can be placed in a secure weatherproof crate, metal box, or container that will prevent them from tipping.

### ★3. Tents Secured



The Excelsior Fire District requires tents that ranges from 4X4 to 12X12 in size to be tied down, anchored, or have 35-100 pounds of weight secured to each post/leg to prevent the tent from lifting on any side.

Tents shall be secured as soon as they are set up and taken down as soon as the weights/stakes are removed.

Follow manufactures instructions for stakes/weights and/or wind speeds that require more than 35 pounds of weight on each tent leg.

See EFD Tent Safety 101 document for more information [www.excelsiorfire.org](http://www.excelsiorfire.org)

The intent of this requirement is to allow the tent owner/operator time to take the tent if there are sudden wind or weather changes.

### ★4. Electrical Cords Protected

Electrical cords that cross pedestrian pathways, traffic areas, or areas of egress shall be protected to prevent potential slips, trips and falls of pedestrians.



## MOBILE COOKING OPERATIONS



### **NFPA 1 Fire Code Section 50.7 Mobile and Temporary Cooking Operations**

**Vehicle Safety:** Wheel chocks must be used to prevent mobile and temporary cooking units from moving.

**At least one chock on one wheel of each side of the food truck**

**Food trailers not connected to a towing vehicle must have at least one chock on one wheel of each side of the trailer.**

**In areas where the surface is on a slope, hill, or incline the wheel chock shall be on the wheels on the downside.**

**Seating:** Seating for the public shall not be located within any mobile or temporary cooking vehicle.

**Fire Department Access:** Mobile or temporary cooking operations cannot block fire department access roads, fire lanes, fire hydrants, or other fire protection devices and equipment.

## **TEMPORARY COOKING OPERATIONS AND GENERAL INFORMATION**



**NFPA 1 Fire Code Section 50.7 Tents:** Mobile or temporary cooking cannot not take place within tents occupied by the public.

**MSFC 3104.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet (3048) combustible materials

**MSFC 3104.15.5 Cooking tents.** Tents where cooking is performed shall be separate from other tents by a minimum of 20 feet (6096 mm).

**The Excelsior Fire District may reduce the distance between tents in order to keep a safety zone maintained around each tent and to limit foot traffic in-between tents.**

**Consult the code official for the Excelsior Fire District for exact tent location (s).**

**MSFC 3104.15.6 Outdoor cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.

**The 20-foot distance may be reduced with approval from the Excelsior Fire District.**

**Note: No deep fat frying will be allowed in a tent that is a temporary portable/collapsible shelter that is used outdoors, made of polyester, treated fabric or related materials and is held up with poles.**

**Open or exposed flame.** Open flame or other devices emitting flame, fire, or heat or using any flammable or combustible liquids, gas, charcoal or other cooking devise or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent

**No lit candles**

**Sterno, canned heat, and chafing fuel are allowed with written permission from the Excelsior Fire District.**

## **Heating or Cooking Equipment**

**3104.15.1 Installation.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code* and shall be approved by the code official.

### **Heaters**

Torpedo style and tank mounted space heaters are not allowed to be used in tents. Use of an unapproved heater can result in a citation.

Approved tent heaters and/or approved indoor/outdoor heaters are allowed in tents. Manufactures instructions must be followed. All heaters in use must be UL approved.

### **Flammable & Combustible Liquids (gas)**

**Flammable and combustible liquid storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies.

### **Generators**

**Separation of generator.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

**MSFC 3104.17.3 Refueling.** Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from tents or membrane structures.

**Flammable and combustible liquid storage must be at least 20 feet from portable generators.**

**The Excelsior Fire District requires that generators be protected from any type of impact and damage.**

## **Cooking Demonstrations**

The Excelsior Fire District requires that cooking must always be attended.

All cooking demonstrations shall follow the Excelsior Fire District requirements, the Minnesota State Fire Codes, and NFPA Standards that apply to cooking, items and equipment related to cooking.

Do not allow pets and small children within 3 feet of the cook top/cooking area.

The cooking demonstration tent must be completely set up and ready for inspection each week.

## **Other Venues and Booths Requiring Inspections**

All exhibitors, vendors, and concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents using any type of a power supply, propane, approved open flame, or operate with conditions that have the potential to be hazardous must be inspected before opening to the public.

Stages, sound, and lighting booths

Blowing up balloons

Glass blowers

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

Revised: May 14, 2020  
Green Sheet