



EXCELSIOR FIRE DISTRICT

Minnesota State Fire Code and the Excelsior Fire District Risk Reduction Requirements Tents over 400 square feet

The following codes set forth by the Minnesota State Fire Code (MSFC) and the Risk Reduction Requirements of the Excelsior Fire District apply to tents over 400 square feet. This document is only a collection of the most common violations found during inspections and general information.

There are other codes, standards, and requirements that apply to tents and events. It is the responsibility of the organizers of the event or those responsible for the tents to be aware of and to comply with these codes, standards, and requirements.

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.

DUE 30 DAYS PRIOR TO THE EVENT

Organization name:

Event name:

Tent information

Tent size/sizes:

Tent location (s):

Tent sides: Yes No

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.

DUE 15 DAYS PRIOR TO THE EVENT

Exhibitors, Vendors, Concessions, Mobile Cooking Operations, Temporary Cooking Operations, and small tents information.

For more info see 2020 EFD Event Risk Reduction Requirements
www.excelsiorfire.org

Crowd Manager information

Full Name (s):

Cell Number(s):

3104.20.2 Crowd managers There shall be trained crowd managers or crowd managers/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 with exits and egress paths and ensure required fire systems are operational
- Conduct pre-event inspections of tents, mobile and temporary cooking operations
- Make sure the posted occupancy of the tent is not exceeded
- Reduce tent occupancy if exceeded at any time during the event
- Know how to use a portable fire extinguisher
- Guide the crowd in an emergency
- Maintain all exits
- Maintain fire apparatus access
- React to deteriorating weather conditions
- Identify problem attendees and know 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 effected by the event **15 days prior** to the event.

Electrical Inspection Required

Events with three or more inflatables
Power supply in tent
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 required an Excelsior Fire District Recreational Burn Permit turned into the Excelsior Fire District **15 days prior** to the event.

A copy of the permit must be on 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.

TENT LAYOUT SKETCH REQUIREMENTS

A sketch of the tent layout should be provided 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

INSPECTION INFORMATION

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

The crowd manager and /or person(s) responsible for the tent (s) must be present for the inspection. The tent(s)/venue must be completely set up with exits, emergency lighting, tables, chairs, the stage, sound system, beer and beverage service, lighting etc. at the time of the inspection.

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

Special Event Plan

Required for events with 500 people or more.

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

Key Components

- Agencies involved
- Event detail
- Assumptions/considerations
- Contact information
- Emergency procedures
- Maps
- Evacuation routes
- Shelter locations

Minnesota State Fire Code (MSFC)

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.

3103.7 Inspections. The entire tent shall be inspected to determine that it is in accordance with the Minnesota State Fire Code.

★PRE-INSPECTION PRIORITY LIST (4 ITEMS)

★1. Portable Fire Extinguishers

★2. LP and Compressed Gas Cylinders

★3. Egress and Exits

★4. Electrical Cords Protected

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

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.

Maximum travel distance from any point within the event to a portable fire extinguisher shall not exceed 75 feet.

MSFC Table 906.3(1) for more information.

The Excelsior Fire District requires a permanent sign posted above each fire extinguisher, and above the crowd for visibility.

Large Events

Large events with multiple exhibitors, vendors, and displays shall have fire extinguishers assessable every 75 feet. Fire extinguishers signs shall be posted above each fire extinguisher, and above the crowd for visibility.

Bands and musical performance with sounds and light booths

Must have a Class C (electrical fires) fire extinguisher that has a current inspection tag and is mounted and/or secured.

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.

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 chapter 9.

★2. LP and Compressed Gas Cylinders

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. Ridged 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 portable LP gas containers, piping, valves and fittings or compressed gas cylinders to have impact protection in place.

The Excelsior Fire District requires when portable LP gas or compressed gas containers 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. Egress and Exits

MSFC 3103.12 Means of Egress (Exiting). Means of egress for temporary tents shall be in accordance with distribution of exits and maintenance of exits.

MSFC 3103.12.1 Distribution. Exit shall be spaced approximately equal intervals around the perimeter of the tent.

Exits cannot be located on the sides of or behind a performance stage.

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials

MSFC 3103.12.6 Exit signs. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated.

MSFC 3103.12.7 Means of egress illumination. Means of egress illumination shall be illuminated having the intensity of not less than 1-foot candle (11 lux) at floor level while the structure is occupied. 1-foot candle is the same light as a full moon on a clear night.

Exit Signs shall be illuminated. NO EXCEPTIONS

Emergency Lighting when the backup battery is tested. NO EXCEPTIONS

MSFC 3103.12.8 Maintenance of means of egress (Exits). The required width of the exits, aisles and passageways shall be maintained at all times to public way. Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner. Ice/ and snow shall not be allowed to build up in egress areas.

The Excelsior Fire District requires an occupancy sign posted at one of the EXITs

★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.

Tents and Membrane Structures

MSFC 3103.8.2 Location Tents and membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

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

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

MSFC 3103.9 Anchorage required Tents and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.

Documentation of structural stability shall be furnished to the fire official on request.

Note: For safety purposes the Excelsior Fire District may require certain precautions be taken around support ropes, guy wires, and stakes.

MSFC 3104.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents, air-supported, air-inflated or tensioned membrane structures, or temporary membrane structures.

MSFC 3104.2 Flame propagation performance treatment. Documentation of the approved testing laboratories certifying that the tent and all its structures are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the same criteria.

MSFC 3104.3 Label. Tents shall have a permanently affixed label bearing the identification of size and fabric, and material type.

Precautions Against Fire

MSFC 3104.6 Smoking. Smoking shall not be permitted in tents. Approved “No Smoking” signs shall be conspicuously posted.

MSFC 3104.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public *unless approved by the fire code official.*

No lit candles.

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

MSFC 3104.11 Clearance. There shall be a minimum clearance of at least 3 feet between the fabric envelope (walls and ceiling of the tent) and all contents located inside the tent.

MSFC 3104.22 Combustible waste material. The floor surface inside tents and the grounds outside and within a 30-foot perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

Food Preparations

MSFC 3104.15.3 Location. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials

MSFC 3104.15.4 Operations. Operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard shall be approved.

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

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

Heating or Cooking Equipment

MSFC 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.

Patio heaters and pyramid heaters that are UL approved can be used outside of the tent and Manufacturer's instructions must be followed.

Patio heaters and pyramid heaters are NOT ALLOWED INSIDE THE TENT.

Flammable & Combustible Liquids (gas)

MSFC 3104.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents or membrane structures.

MSFC 3104.17.2 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.

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.

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.

House Keeping

MSFC 3104.22 Combustible waste material. The floor surface inside tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

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

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Orange Sheet