



Scott M. Jalbert, Unit Chief

Special Events Submittal Requirements

Purpose

These guidelines are to familiarize event promoters, sponsors and vendors with information about special event procedures, general fire safety regulations and permits that are issued and/or enforced by the San Luis Obispo County Fire Department. The department is committed to promoting public safety and assisting all parties involved to provide a level of service that will ensure a safe and successful event.

Procedure

A fire safety review is required to ensure public safety in a place of assembly or any other place where people congregate, including but not limited to; amusement buildings, carnivals, fairs, exhibits, trade shows, open burning, flames and torches, candles, places of assembly, temporary membrane structures and tents, pyrotechnics and special effects, live audiences and any event with public attendance over 250.

Before Fire Department review, the proposed event must have all necessary Land Use Permits approved and Construction and Conditional Use Permits issued by the County of San Luis Obispo Planning and Building Department.

A written plan must be submitted to the Fire Code official 30 days prior to the event. Written submittal requirements will be in accordance with California Fire Code (CFC), Section 404, "Fire Safety, Evacuation and Lockdown Plans". An inspection verifying compliance of fire and life safety conditions must be conducted prior to public occupancy of the event. If modifications or additions to the event areas are made, an updated permit and inspection must be completed.

The following written submittals are required:

1. Contact information for the event's management team. The management team consists of [crowd managers](#), [fire watch](#) and emergency medical staff. Emergency support staff shall include a reasonable and prudent number of trained and experienced emergency medical staff with the equipment and ability to manage simultaneous medical incidents.
2. Written [Fire Safety and Evacuation Plans](#).
3. [Overall site plan](#) showing public roadway access, fire access and general layout of event.

4. [Detailed site plan of event \(floor plans\).](#)

Management Team

Crowd Management

Trained crowd managers shall be provided for facilities or events where more than 250 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. The training received must be approved by the Fire Code official. This requirement does **NOT** require a facility to hire additional personnel; rather, it requires management to assign crowd management duties to individuals and to ensure these individuals are adequately trained to perform those duties. California Code of Regulations, Title 19. Crowd Manager training can be found at:

- National Association of State Fire Marshals' (NASFM) www.firemarshals.org
- International Association of Venue Managers, Inc. www.iavm.org

Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department. (CFC Section 202)

Written Fire Safety and Evacuation Plans

Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants/event attendees, including occupants who need assistance.
3. Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.

Overall Site Plan

Site plans shall include the following:

1. An accurate scale or dimensioned site diagram indicating distances from any tents or temporary structures, location of planned event in proximity to permanent buildings, access drives, emergency access roads, parking areas, other tents or canopies, cooking and heating appliances and equipment, propane tanks, flammable liquids, pyrotechnic activities, stage locations, food or beverage service, property lines, and roadways.
2. Locations of management team, crowd managers, and first aid stations and/or roaming EMT.
3. A statement which identifies the intended use of all structures and the dates for which the permit is required.
4. Flame retardant certificate(s) for tent/canopy material.

Detailed Plans

Floor plans in permanent structures shall identify the following:

1. Exits.
2. Primary evacuation routes.
3. Secondary evacuation routes.
4. Accessible egress routes.
5. Areas of refuge.
6. Exterior areas for assisted rescue.
7. Manual fire alarm boxes.
8. Portable fire extinguishers.
9. Occupant-use hose stations.
10. Fire alarm annunciators and controls.
11. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
12. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
13. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Floor plans in temporary structures/tents or outdoor venues shall identify the following:

1. Proposed seating arrangements.
2. Dimensions of tables.
3. Locations and types of all other interior obstacles.
4. Exit locations; dimensions required (see CFC, Chapter 10, "Means of Egress").
5. Locations of all emergency exit pathways to be maintained.
6. Locations of NO SMOKING signs.
7. Locations and types of emergency lighting, including proposed power source(s).
8. Locations and types of EXIT signs.
9. EXIT signs shall be internally illuminated, externally illuminated or of an approved self-luminous type when the occupant loads exceed 100 persons.
10. Location and type of portable fire extinguishers.
11. Type of floor surface proposed inside tent, canopy or event location.
12. Location and width of all-weather fire access roadways.
13. Locations of any additional emergency equipment such as hose lines or emergency power supplies.
14. Specific details of heating and/or cooking equipment or open flame devices in conjunction with the event.
15. A statement that discloses the proposed maximum occupant load. Maximum occupant load to be posted when 50 or more occupants.

Tents

Tents and membrane structures having an area more than 400 square feet require a permit with the exception of tents used exclusively for camping. Tents open on all sides and a maximum size of 700 square feet are also exempt. California Fire Code and regulations of the State and County Fire Marshal for large and small tents, awnings and other fabric enclosures shall also apply.

Document Submittal

You may mail or email your documents to the following address:

CAL FIRE / SLO County Fire
Attn: Prevention Bureau
635 N. Santa Rosa Street
San Luis Obispo, CA 93405
(805) 593-3490
Loree.McRoberts@fire.ca.gov