



**City of Black Hawk
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Event & Promotions Fire Safety Checklist

- ✓ The purpose of these guidelines is to familiarize business owners, maintenance departments, marketing professionals, event promoters, sponsors, and vendors with information about special event procedures and general fire safety regulations that are enforced by the City of Black Hawk Fire Department.
- ✓ Prior notification of indoor events is not mandatory; however the City encourages event organizers to contact the Fire Department prior to an event taking place to help identify and alleviate any potential Code violations.
- ✓ This Checklist does not replace the Special Event Permit of the City. Per Article 10, Section 6, of the Municipal Code, any individual or entity desiring to hold a special event or an annual program of special events outside of the licensed business premises within the City or upon vacant property shall obtain a special event permit from the City.
- ✓ The City of Black Hawk Fire Department enforces the City's adopted Fire Code. This resource can be found in Article I, Chapter 18, of the City's Municipal Code available at www.cityofblackhawk.org.
- ✓ The City of Black Hawk Fire Department is committed to promoting public safety and assisting all parties to provide a level of service that will ensure a safe and successful event. Please attentively consider fire safety risks when planning events and promotions.
- ✓ If there are any questions, please call the Fire Inspector at 303-582-0426.

Exits and Aisles [Reference IFC Chapter 10]

- Booths which require 50 feet or more of travel distance to reach the exit access aisles shall be provided with a minimum of two exits remote from each other.
- Aisles shall be a minimum of 10 feet in assembly and exhibition areas. Hallways must maintain a minimum of six feet of walkway clearance.
- Exits and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc.
- Exit signs shall be visible from any location in the room. If they are not visible, additional exit signs shall be posted to show the direction of travel to the exit.
- Loading doors shall be closed before opening the show and/or exhibition and shall remain closed while the show and/or exhibition is open to the public.



Lobby Area [Reference IFC 315 and 1003]

- A lobby area may be utilized for registration provided:
 - Storage of combustible materials necessary for registration (i.e. paper, boxes, etc.) shall be limited to one day's supply, and
 - Registration booths and lounge areas shall be set up only in the designated areas as shown on approved plans and shall not impede required exit pathways.

Fire Protection Equipment [Reference IFC 906 and 907]

Cooking and warming device requirements are listed in succeeding section.

- Exhibit booths that are multi-level, consist of multiple rooms with ceilings, or are over 225 square feet with ceilings, shall be protected with smoke detectors.
- Vehicles, boats, tents, and similar exhibited products having over 100 square feet of roofed area shall be provided with smoke detectors.
- Clear access to fire protection equipment shall be maintained, (i.e. extinguishers, fire alarm pull stations, fire hose cabinets, etc.). A three-foot clearance shall be provided around fire protection equipment.

Combustible Materials [Reference IFC 806 and 807]

- Materials required to be flame resistant:
 - All decorations, drapes, signs, banners, acoustical materials, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame resistant to the satisfaction of the Fire Chief. This may require a field flame test to verify a satisfactory flame-retardant treatment.
 - ✓ Field Flame Test: Materials shall not ignite and allow flame to spread over the surface when exposed to an open match flame.
 - ✓ When a flame is held to the material for twelve seconds and continues to burn when the flame is removed, it is not flame-retardant.
 - ✓ Some fabrics and other materials are manufactured as flame resistant and will be labeled as such. Documentation of such flame resistant information must be made available upon request of the Fire Inspector.
 - Table coverings must be flame-retardant treated unless they lie flat with an overhang of no greater than six inches.
 - Combustible materials which are 3/8 inch or more in thickness, glass, or asbestos cloth may be used without flame-retardant treatment.
 - Certain materials cannot be made flame resistant and their use is therefore prohibited. These include oilcloth, tar paper, sisal paper, nylon, orlon, and some other plastic materials.
- Other Combustible Materials:
 - Combustible materials shall be limited to a one day supply and shall be maintained in an orderly fashion.
 - Combustible materials (i.e. crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire resistance rating of at least two hours which is protected by an automatic fire extinguishing system.



Electrical Wiring [Reference IFC 605]

- All temporary cords and power distribution systems/devices shall be UL listed and labeled, devices not having their manufacturers labels attached are prohibited.
- All electrical wiring shall be heavy duty SJ or better, be a minimum of 16-gauge, 3-wire, carry no more than 1200 watts maximum load on any cord, and not be spliced.
- "Power strips" (relocatable power taps) must be listed and provided with overcurrent protection. Cube adaptors and other devices which increase outlets must meet the same requirements as power taps.
- Consideration to possibilities of fire and safety hazards while setting/adjusting lighting instruments shall be made. Lighting, monitors, microphones, and other electrical equipment should have cables secured to eliminate trip hazards.

Flammable/Hazardous Materials [Reference IFC Chapters 50, 58, and 61]

- Materials prohibited inside a building include:
 - Compressed flammable gases (i.e. acetylene, hydrogen, propane, butane, etc.);
 - Flammable/combustible liquids (i.e. gasoline, kerosene, cleaning solvents, other petroleum based materials, and any other product labeled "flammable"). Any exceptions must be approved by the Fire Chief.
 - Hazardous chemicals (i.e. pool chemicals, pesticides, herbicides, "poison," etc.), although it is permissible to have empty product containers for display purposes; and
 - Explosives, blasting agents, and pyrotechnics must be avoided as they are in violation of Fire Code regulations.
- Nonflammable gases which are allowed inside the building must be secured in an upright position. (*Vehicle fuel tank requirements are listed in succeeding section.*)
- Ammunition may be allowed under certain conditions. The stipulations shall be written for each event or promotion.

Vehicles [Reference IFC 314.4]

- Vehicles may be allowed in the building for display purposes provided they meet the following requirements:
 - All fuel tank openings shall be locked or securely taped in order to prevent the escape of flammable vapors.
 - Both battery cables shall be disconnected from the terminals during the time the vehicle is in the building. Loose cable ends shall be taped to cover all exposed metal.
 - Fueling or removing fuel from the tank inside the building is prohibited.
 - Fuel tanks shall not be over 1/4 tank full or contain more than 5 gallons of fuel, whichever is less.
 - Vehicles shall not be moved during event or high-traffic hours.



Open Flame [Reference IFC 308]

Sterno use requirements are listed in succeeding section.

- Open flame devices are prohibited. However, candles may be used when approved by the Fire Chief. Candles must be securely supported on a substantial noncombustible base so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected.
- Welding or soldering is prohibited.

Cooking and/or warming devices as well as heated products [Reference IFC 308]

- Cooking and/or warming devices may be used under the following circumstances:
 - The devices shall be electric and shall be approved by a recognized testing laboratory (i.e. UL, FM).
 - ✓ Note: Sterno may be used for warming trays.
 - The devices shall be separated from the public by either placing the device a minimum of four feet back from the front of the booth, or by providing a Plexiglas shield between the cooking and/or warming device and the public.
 - Individual devices shall not exceed 288 square inches of surface area (i.e. 12 inches x 24 inches).
 - The table surface holding the device shall be constructed of noncombustible material.
 - A minimum of two feet shall be kept between cooking devices and combustible materials shall be kept a minimum of two feet away from any device.
 - A 20BC fire extinguisher shall be provided. In addition, either a tight-fitting lid for each device or an approved automatic extinguishing system shall be provided.
 - ✓ A warming device shall only require a 2A10BC fire extinguisher.

Special Effects and Props [Reference IFC 901.7.4.]

- Use of a fog machine(s) requires a fire watch permit be submitted to the City if the fire alarm system is taken offline. Application for a fire watch permit can be found on the City's website, www.cityofblackhawk.org.
- Bubble machines, confetti, and other special effects may pose a safety hazard. Potential for creating slippery surfaces and spreading of combustible materials should be taken into consideration.
- Costuming and props should be examined for potential fire hazards.

Inspections [Reference IFC Chapter 106]

- A pre-opening inspection shall be conducted.
- A spot inspection may be conducted at any time during the course of the event or promotion.
- Building management shall be responsible for the correction of all Fire Code violations found. All violations are required to be corrected within the time determined by the Fire Chief. The event or promotion shall not be permitted to open/reopen without resolution of Code violations and the approval of the Fire Chief.



Stage, Risers, and Trussing Safety Checklist

[Reference IBC Chapter 410]

Stage and Riser Considerations

- Temporary stages and platforms shall comply with 2015 IBC sections 410.4.1 and 410.6.
- All portable staging should be designed by a reputable manufacturer or structural engineer.
- Consider general condition of the stage floor: Is the surface level with no trip hazards? Is the front apron edge easily seen? How good is the lighting from the wings to enter the stage area?
- Adequate bracing between riser legs should be present to support the load and eliminate wobbling or collapse. Adjustable leveling devices may also be used.
- There should be a means of unifying both the stage decks and the supports providing greater structural integrity. Manufacturer supplied unit-to-unit straps secure the legs of one support to an adjacent one. Some manufacturers supply clips to lock neighboring decks together for added strength.
- Risers must support a minimum of 125 pounds per square foot, the staging industry standard.
- A slightly textured slip-resistant polypropylene surface is recommended.
- Alleviate sharp edges on deck corners.

Trussing

- Trusses erected for lighting, microphones, or scenery must be properly secured with recommended anchoring devices, e.g. guide wires, etc.
- Add equipment to the rigging from the outside in while factoring in proper weight distribution.
- All equipment mounted on the trusses must have safety wire retention in the event of loosening, thus ensuring equipment will not fall.