



Seymour Fire Department

Seymour Oktoberfest Fire and Life Safety Guidelines

The mission of the Seymour Fire Department is to establish the responsibilities for the Oktoberfest promoters, sponsors, and vendors. This outline will also provide information regarding the fire and life safety regulations that will be enforced.

The Seymour Fire Department views this event as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all the team members, a safe and enjoyable event is more likely to occur.

Event Vendors

Event vendors are responsible for the safe operation of their booths, display or attraction. Vendors shall coordinate the event setup and take down with the event sponsor to ensure compliance with all fire and life safety guidelines and requirements. The event vendors shall:

- Keep fire lanes and emergency vehicle access, fire department connections and building access clear and unobstructed
- Be prepared at any time for a fire inspection
- Correct any identified violations of fire safety requirements prior to opening for business
- Failure to comply may result in closure of the individual booth until reasonable compliance is achieved.
- Maintain compliance with all fire and life safety guidelines and requirements throughout the duration of the festival or event
- Read, understand and adhere to the *Fire Safety Requirements of Food Trucks*.

Fire Department Inspection

The fire department Fire Prevention Division is responsible for inspecting festivals and events in which a site inspection is deemed necessary prior to the opening of the event. The fire inspectors and Seymour City Building Inspectors will issue correction notices when non-compliant conditions needing correction are found and will re-inspect to ensure compliance. The fire department inspections shall include, but not be limited to the following:

- Food Trucks concession booths

- Fire department and emergency apparatus access
- Access to fire hydrants and fire department connections
- Generator placement and electrical inspections
- Propane tank placement, security, and leaks
- Fire extinguishers and hood suppression systems

Fire Department Access

During events it is exclusively imperative to keep access for fire and emergency apparatus. This would include access for both fire engines/trucks and medical transport units. To ensure a safe event, all required emergency access shall be maintained, open and unobstructed.

Access to water supplies

507.5.4 IFC Obstruction- Access to fire hydrants shall be maintained clear and unobstructed Fire hydrants shall not be obscured from visibility.

507.5.5 IFC Clear space around hydrants- A clear space of 3 feet measured from the top/center of the hydrant shall be maintained in all directions.

Electrical

604.5 IFC: Extension cords.

Extension cords and flexible cords shall not be a substitute for **permanent** wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Extension cords and electrical wiring shall be properly secured to the ground to prevent trip hazards.

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604.5.1 IFC: Power supply.

Extension cords shall be plugged directly into an approved receptacle, power tap or multiplug adapter and, except for approved multiplug extension cords, shall serve only one portable appliance.

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604.5.2 IFC: Ampacity.

The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. Extension cords must be a 12 gauge at minimum.

604.5.3 IFC: Maintenance.

Extension cords shall be maintained in good condition without splices, deterioration or damage.

604.5.4 Grounding.

Extension cords shall be grounded when serving grounded portable appliances

604.6 Unapproved conditions.

Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switches and electrical outlet boxes.

Fire Extinguishers

Craft vendors are required to have a 5lb ABC extinguisher. Vendors that utilize cooking or heating devices shall have a minimum of one 10lb ABC portable fire extinguisher **AND** One Class K type portable fire extinguisher if deep frying operation is in use. The extinguishers must be “in date” with a current inspection tag, (not in need of servicing), visible, accessible and mounted (not sitting on the ground).

LP Gas Cylinders

All compressed gas cylinders, hoses and any other devices shall meet the requirements of NFPA 58. All cylinders shall be properly secured to prevent them from falling or being knocked over.

Smoking.

3107.3 IFC: Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.

The procedure for reporting a fire or other emergency.

- Call 911
- Advise the nature of emergency
- Advise your location by the street, name of vendor, and assigned lot number