

Boulder City Fire Department

Special Event Policy

Policy

As it relates to life safety, fire, medical, and emergency response planning, all special event coordinators must complete and submit all required Special Event Forms and/or supply all required information. This includes, but is not limited to the Southern Nevada Fire Chief Event Planning Application.

Purpose

In an effort to better define the process of maintaining life safety standards and requesting event coverage within the department's jurisdictional boundaries, the Boulder City Fire Department has developed the following Special Event Policy.

Notification Requirements: As part of the special event request process, all event coordinators are required to complete and submit all required Special Event Forms to the Boulder City Fire Chief or designee for any special event that may have a response impact on the department. Event examples are included in the following list:

- 1) Concerts
- 2) Sporting Events
- 3) Vehicle/Motorcycle Races
- 4) Outdoor Festivals
- 5) Movies/Filming/Photo Shoots
- 6) Pyrotechnic Displays
- 7) Events utilizing tents or canopies
- 8) Other events being conducted within Boulder City Fire Department's jurisdictional boundaries.

Emergency Medical Coverage Requirements: Based on the components listed within AB286 and Boulder City Fire Department requirements, the host organization may or may not be required to provide emergency medical coverage. In addition to this coverage and depending on the type of event, the City of Boulder City may establish additional coverage requirements. Emergency medical coverage must be obtained at least thirty (30) days in advance of the event.

Event Coverage Requests: When necessary, event coordinators may submit a coverage request to the Boulder City Fire Chief or designee for approval. Once approved, the event coordinator agrees to pay the following billing fees for the event coverage. *In the case, the event is an approved "City Sponsored" special event; all applicable fire department fees shall be waived.*

Billing Fees: Based on the approved fee schedule, a Fire Department Special Events Cost Agreement will be provided to the event coordinator.

Firefighter/Paramedic/EMT	\$60 per hour
ALS Ambulance/Rescue Unit (Includes two personnel)	\$220 per hour
Fire Suppression Unit (Includes three personnel)	\$380 per hour

Event sponsors shall make payment in the form of a money order or cashier's check to the City of Boulder City seven (7) days before the start of the event. Should the event coverage surpass the original cost agreement, the event sponsor shall pay all additional fees owed at the conclusion of the event. If immediate payment is not possible, the event sponsor may request a delay in payment and must submit final payment within 48 hours. Event sponsors who regularly conduct business with the Boulder City Fire Department will receive an invoice for the requested coverage.

In addition to the above-mentioned coverage and when approved by the Fire Chief, special event coordinators may be permitted to secure private contractors for all and/or a portion of the events emergency medical service needs. Private contractors must enter into a Private Ambulance Service agreement with the City of Boulder City, be licensed through the Southern Nevada Health District, and be capable of providing emergency medical services. These contractors must also have a current Boulder City Business License.

Emergency Medical Transport Requirement: If a special event injury occurs within the jurisdictional boundaries of the Boulder City Fire Department, 911 will be called and normal Boulder City emergency response protocols will be followed. Unless authorized by the Fire Chief, private contractors are not permitted to provide emergency medical transport services during special events.

Special Event Life Safety Inspections: If necessary and before the start of the event, special event coordinators may be subject to an inspection process and be required to obtain applicable permits.

Event Site Map: At the time of application, Event Coordinators must submit an event site map to the fire department. If applicable and in addition to a map that identifies property lines, fire lanes, location of tent/canopies and other structures/trailers, and the distances between each identified structure/trailer/tent/canopy, the following list of items must be included with the map submittal.

A detailed list of all Tents & Canopies: The size and use of each structure shall be included on the list. All large event tents (1200 square feet or larger) must include occupancy totals and table/seating diagrams. Keep in mind that a commercial rental company representative must apply for a Tent Permit through the fire department. Note: tents and/or canopies located next to each other are considered one structure. Two feet of separation must be maintained between tents and canopies.

A detailed list of cooking equipment, including location/s, and safety procedures. Note: a list of commercial food vendors/food trucks with contact information and type of food being served must be included.

Proposed use of generators or recreational fires. Include location/s and safety procedures.

Location of all medical personnel/ first aid stations and rally points.

Emergency Response Plan: If requested and at least fifteen (15) days before the start of the event, the event coordinator shall submit an emergency response plan that includes the following details.

An event evacuation and emergency notification plan that addresses the logistics involved with the evacuation of the event site.

Medical safety procedures that describe how the on-site personnel will respond to the emergency and how event volunteers/private contractors will interact with Boulder City Fire Department personnel.

When utilizing a private contractor, copies of all applicable licenses must be submitted for review and the names, qualifications, and site location for each person shall be provided.

Emergency ingress/egress routes and medical rally points shall be identified.

Tents and Canopies:

Definitions

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Approval Required - Tents having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Boulder City Fire Department. Keep in mind that smaller tents placed side-by-side are considered a single structure. *Note: Vendors erecting multiple permitted structures can obtain a cluster (consisting of five (5) structures) permit. **A \$77 fee will be assessed for all individual & cluster permits.***

COMMERCIAL TENT VENDORS ARE REQUIRED TO OBTAIN TENT PERMITS

Other Applicable Requirements: Structures shall not be located within 20 feet of applicable property lines, parked vehicles, and internal combustion engines. Event coordinators must provide a flame retardant certificate for all permitted structures.

Source of Ignition: Smoking shall not be permitted in tents or canopies or in adjacent areas where hay, straw, sawdust or other combustible material are stored or used. **NO SMOKING** signs shall be conspicuously posted.

Cooking & Heating: Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing, and other related components must be approved by the fire department.

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

Tents, where cooking is performed, shall be separated from other tents and canopies by a minimum of 20 feet.

Outdoors cooking that produces sparks or grease-laden vapor shall not be performed within 20 feet from a tent or canopy.

Flammable and Combustible Liquids: Flammable-liquid-fueled equipment shall not be used in tents and canopies.

Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents and canopies.

Refueling shall be performed in an approved location not less than 50 feet from tents and canopies.

Means of Egress: Tents and canopies shall have at least one exit and not less than the number of exits required by Table 2403.12.2 of the International Fire Code.

Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit, shall not obstruct the exit when open, and shall be of a color that contrasts with the color of the tent.

Exit signs shall be clearly marked and installed at required exit doorways when it serves an occupant load of 50 or more. Exit signs shall be supplied from two separate circuits or sources of power.

Means of Egress Illumination: Means of egress shall be illuminated with light having the intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures for means of egress illumination shall be supplied from separate circuit or source of power.

Generators: Generators and other combustion power sources shall be separated from tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing or approved means.

Portable Fire Extinguishers: Each permitted and non-permitted structure shall have a minimum of a 5-pound ABC fire extinguisher. In addition to a 5-pound ABC extinguisher, areas performing cooking activities must have a Class K fire extinguisher.

Recreation Fires: Recreational fire approval and permit must be obtained from the Fire Chief at least fifteen (15) days before the start of the event. *Note: Event Coordinators applying for multiple permitted fires will be allowed to obtain a cluster (consisting of three (3) fires) permit. **A \$77 fee will be assessed for all individual & cluster permits.***

Pyrotechnic, Firework, and Flame/Special Effect Display Productions: All productions involving pyrotechnics, fireworks, flame/special effects and/or explosive, flammable, or combustible materials within the jurisdictional boundaries of the Boulder City Fire Department must receive the approval of the Fire Chief. The production coordinator shall be responsible for providing and receiving approval for all applicable details associated with the production at least 15 days in advance. **Dependent on the type of production, the cost associated with the permit and inspection will vary.**

An operational permit is required for the use and handling of pyrotechnic material, open flame effects in accordance with **IFC 105.6.42, NFPA 1123 or NFPA 1126 or NFPA 160.**

Any changes to submitted permit including quantities, sizes, locations, technician on site, will void the permit unless prior written approval is granted by the *Fire Code Official*.

Definitions

Fireworks: Any composition or device for producing a visible or an audible effect for entertainment purposes by combustion, deflagration, or detonation that meets the definition of 1.4G fireworks or 1.3G fireworks as set for herein.

Fireworks-1.3G (Formally class B, Special Fireworks): Large Fireworks devices, which are explosive materials, intended for use in fireworks displays and designed to produce audible or visible effects by combustion, deflagration, or detonation.

Fireworks-1.4G (Formally class C Common Fireworks): Small fireworks devices containing restricted amounts of pyrotechnic composition designed primarily to produce visible or audible effects by combustion.

Fireworks Display: A presentation of fireworks for a public or private gathering.

Flame Effects: The combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible effects before an audience.

Fallout Area: The fallout area is the area over which the aerial shells are fired. The shells burst over the area, and unsafe and malfunctioning aerial shells fall into this area. The fallout area is the location where a typical aerial shell dud falls to the ground depending on the wind and angle of mortar placement.

Pyrotechnics: Controlled exothermic chemical reactions timed to create the effects of heat, hot gas, sound, and dispersion of aerosols, emission of visible light, or a combination of such effects to achieve the maximum effect from the least volume of pyrotechnic composition.

Submittal Requirements

1. Completed Boulder City Fire Department Pyrotechnic Display application including Name and Location of event
2. Date of Permitted Activity
3. Applicant / Contractors name, billing address
4. Complete pyrotechnic shot/queue list including sizes, basic descriptions.
5. Detailed site or facility diagram of the show/production location. *Including the location where effect will be fired and applicable fallout zone.
6. Material Safety Data Sheets (MSDS) of the pyrotechnical material to be used.
7. Manner and placement of on-site storage shall be:
 - a. Stored within an approved storage magazine,
 - b. In accordance with the *International Fire Code* and in a location approved by the Boulder City Fire Department.
 - c. Have contracted dedicated Fire Watch staff during storage time

8. Storage of any extra flammable gas cylinders shall be outside the building in an approved and secured site.
9. Copy of valid Nevada State Fire Marshal company certification
10. Copy of valid Nevada State Fire Marshal technician certification
11. Provide Certificate of Insurance naming the City of Boulder City as the additional insured for the following:
 - \$1 million per occurrence General liability
12. Right of Way Permit if event or fallout area extends into the public way.

Event Permit: Based on the size and components associated with the event, an all-encompassing Event Permit may be required. Said permit shall include all on-site inspection processes.