

ATTACHMENT E

Parades, Races & Similar Events

E.1 HOW TO USE THIS ATTACHMENT

This attachment contains information related to parades, races, marches, and similar activities taking place on streets and highways that serve as fire department emergency access roadways.

In addition to the generic event information listed in the “Submittal Requirements” section in Guideline S-01, the information in the “Additional Submittal Requirements” section of this attachment must be provided with your permit application.

The “Technical Information” section of this attachment outlines code requirements and safety provisions. The specifications for many of the items listed as submittal requirements can be found here, so review of the entire attachment is recommended as you prepare your special event application. As you organize and set up your event, go over the information in this attachment with the crew, operational personnel, and other responsible parties to facilitate a successful fire safety inspection and a safe and code-compliant event.

E.2 ADDITIONAL SUBMITTAL REQUIREMENTS

In addition to the standard special event information listed under the “Submittal Requirements” section in Guideline S-01, the information listed in this “Additional Submittal Requirements” section shall be provided as part of the application. While permits from OCFA may not be required for some of these events, an application is still necessary in order to gather essential information that can be conveyed to fire stations in the area that may be impacted by the event and to coordinate with other agencies.

E.2.1 EXTERIOR PLANS

- Provide a map showing the event’s planned route and start and stop points. Include a schedule with start and stop times as well as the period each segment of the route is expected to be used. Indicate which traffic lanes will be used for each segment.
- Show the location of any barricades, ropes, k-rail, fencing, or other devices that may prevent or delay use of the roadway by emergency vehicles or obstruct existing vehicle or foot access to structures.
- Show the location of any tents or canopies associated with the event. Note their dimensions and whether they will be equipped with one or more sidewalls.
- Show the location of stages, bleachers, tables, chairs, portable restrooms, staging areas, queuing lines, or other potential obstructions located in the roadway or parking lot drive aisles.

E.2.2 OTHER INFORMATION

- Indicate the expected number of participants
- Describe how emergency medical incidents will be handled (i.e., medical staff will be on site, contracting with an ambulance company, etc.).

Depending on the scope of the event or other considerations, the inspector reviewing the project may need more information in order to complete an evaluation of the event and provide conditions of approval to mitigate the potential hazards.

TECHNICAL INFORMATION

E.3 SCOPE

The requirements that follow are intended to provide a minimum level of safety for races, parades, and similar events and to ensure that roadways used for the event will still be accessible to emergency vehicles.

E.4 GENERAL REQUIREMENTS

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- A fire lane with a minimum clearance of 20' wide and 13' 6" high shall be maintained on one side of non-movable structures and equipment placed in roadways, such as temporary stages, platforms, or displays.
- A fire lane with a minimum clearance of 10' wide and 13'6" high shall be maintained on public and private roads that are part of the parade route. This area shall remain unobstructed by vehicles, floats, parade participants, and spectators at all times.
- A safety briefing shall be held prior to the start of the event. A representative from each participating group shall attend and be instructed on safety rules and procedures including, but not limited to:
 - Fire safety
 - The location and appearance (if in uniforms, vests, or other easily recognizable clothing) of safety monitors, crowd control personnel, and/or other event staff who should be notified of or can assist in an emergency.
 - The contact number of a safety coordinator who they can call should event personnel not be present or recognizable.
 - In the event of an emergency, and when safe to do so, moving all vehicles, floats, and participants to the right side of the parade route to facilitate travel of emergency vehicles down the parade route.
- No items shall be thrown from floats or parade participants to the crowd; items may be handed to the crowd by participants walking in the parade.

- Electrical equipment and installations shall comply with the electrical code. A permit from the Building Department for electrical work and/or generators may be required.

E.4.2 FIRE PROTECTION EQUIPMENT

- Clearance around fire protection equipment shall be maintained. Do not restrict access to, block, and/or cover fire hydrants, fire department connections, or any control valves.
- Where tents, canopies, membrane structures, booths, displays of combustible materials, or temporary stages or similar structures are present, fire extinguishers with a minimum rating of 2-A:10-B:C shall be placed so that the maximum travel distance to an extinguisher does not exceed 75 feet and the coverage area per extinguisher does not exceed 3000 square feet. Extinguishers shall either be new or serviced within the past year.

E.4.3 CONTROL OF IGNITION SOURCES

- The following safety precautions shall be complied with for floats and vehicles:
 - No lighted candles allowed on any floats
 - All floats must have a portable fire extinguisher
 - Generators must be securely mounted and a minimum of 12" clearance from combustible material
 - No portable gas cans are allowed on a float. Generators must be topped off prior to staging
 - Generator exhaust must be vented away from participants
 - Decorative lighting must be UL approved and rated for outdoor use
 - No smoking is allowed on any float
 - Decorations must be non-combustible, inherently ignition resistant, or treated with an approved flame retardant
- The following safety precautions shall be complied with for stages, bleachers, display areas, and other static structures:
 - Portable heaters using gaseous, liquid, or solid fuel are prohibited indoors or within 10 feet from a structure and exits.
 - Open flames, candles and devices capable of igniting combustible material are prohibited.
 - Flammable or combustible liquids shall not be stored inside or within 50 feet of structures. LPG shall not be stored closer than 10 feet.
 - Any compressed gas cylinders, such as those used for filling balloons, shall be secured from falling.
 - Portable LPG containers shall be securely fastened in place to prevent unauthorized movement.
 - Decorative materials in areas occupied by 50 or more people shall be inherently flame-resistant or treated with an approved flame retardant.

E.4.4 EXITING REQUIREMENTS

- Buildings or fenced areas shall have two exits when the occupant load is 50 or more. Each exit shall be a minimum of 32" wide.
- In public areas, unobstructed aisles having a minimum width of at least 44 inches shall be provided when there is seating on both sides of the aisle or where the aisle serves 50 or more people.
- Exits and exit access aisles shall not be obstructed at any time. Exit paths shall have even surfaces without trip hazards.
- Where there are more than 200 seats arranged in rows, the seats shall be fastened together in groups of not less than three with zip-ties or by another approved method.

E.4.5 SIGNAGE

- Any space used for assembly having an occupant load of 50 or more and enclosed by fences, barricades, or other obstructions shall have an occupant load sign posted. Letters shall be a minimum of one inch in height and in a color that contrasts with the background.

3E.4.6 CROWD MANAGEMENT

- For events where more than 1,000 persons congregate, an approved security contractor that specializes in crowd control of special events shall be on site during the event to control the maximum capacities of tents and fenced areas and ensure that conditions are maintained safely.
- For events where more than 1,000 persons congregate, trained crowd managers shall be provided at a ratio of at least one manager for every 250 people.
- The focus areas related to crowd management include the following:
 - Crowd Managers: Individual persons or job/staff positions designated as crowd managers shall be identified in the written emergency procedures part of the public safety plan and/or approved fire safety and evacuation plan. It is recommended that alternate crowd managers also be designated and be trained as required.
 - Crowd Manager Training: Designated crowd managers shall be familiar with the approved public safety plan and/or approved fire safety and evacuation plan and be properly trained in the emergency procedures described in the plan.
 - Crowd Manager Duties: Designated crowd managers shall appropriately implement the emergency procedures described in the approved public safety plan and/or approved fire safety and evacuation plan. In addition, crowd managers shall also act as fire watch personnel and keep diligent watch for fires, obstructions to means of egress, and other hazards during the time such place is open to the public or such activity is being conducted, and take prompt measures for remediation of hazards, extinguishment of fires that occur, and assist in the evacuation of the public from the event areas (i.e., structures, premises.).
 - Crowd Management Plan: The crowd management plan is part of the public safety plan and should clearly identify all crowd manager stations, positions and their duties,

including those persons responsible for calling 911 and meeting emergency responders.

E.4.7 FIRE WATCH

- Fire watch personnel, other than designated crowd managers, may be required by the Fire Marshal depending on the unique circumstances related to the event. Final determination related to the actual number and special duties of designated fire watch personnel may be identified during the review of the application or subsequent inspection.
- All attendants, employees, and staff should maintain a constant fire watch, which involves keeping a diligent eye for smoke and fire, obstructions to means of egress and emergency vehicle routes, and other hazards during the event. Attendants, employees, and supervisors should take prompt measures to remediate hazards, calling 911 when required, and assisting with the evacuation of impacted areas in accordance with the written emergency plan.

E.4.8 BLEACHERS AND GRANDSTANDS

- Bleachers, grandstands, and similar structures shall comply with ICC 300. Structures shall be inspected at least annually for compliance with this standard, and a tag or plaque documenting compliance shall be posted on the structure.
- Bleachers and grandstands shall be maintained structurally sound and shall be placed so that the structure bears uniformly on the ground in a manner that does not pose a threat to the public health, safety, or welfare.
- Wood bleachers must be at least 10 feet away from any building.
- Provisions for evacuation of the bleachers/grandstands seating 300 or more occupants shall be included in the event safety plan. Event staff shall be familiar with the evacuation procedure and safety plan.
- Areas below bleachers must be kept free of flammable and combustible material, including any storage, vending operations and vehicles, except for:
 - ticket booths
 - toilet rooms
- Guards must be installed where the aisles and other walking surfaces on the bleachers are more than 30" above finish grade, unless the uppermost seat is less than 55 inches above the ground.