

# FIREDEPARTMENT REGULATIONS AND GUIDELINES



SPOKANE  
CONVENTION  
CENTER

# FIRE DEPARTMENT REGULATIONS

Safety, for our guests and vendors, is our number one priority at the Spokane Convention Center. Please familiarize yourself with the regulations and guidelines below regarding fire prevention and safety.

If you have any questions regarding Fire safety or the aforementioned guidelines please contact:

**SPOKANE FIRE DEPARTMENT FIRE PREVENTION BUREAU:**  
**509.625.7000**

This document outlines the requirements of the Special Event permit application process as well as special instructions that must be met for all Special Event shows and exhibits. Events that must meet Special Event requirements include, but are not limited to: Home shows, auto shows, boat shows, trade shows, rummage sales, ice shows, rock and mineral displays, musical shows (i.e. rock music concerts), circuses, monster trucks, rodeos, wrestling, religious gatherings, and any other special event of public assemblage. Events with standard seating plans or floor plan arrangements that have been pre-approved by the SFD Fire Prevention Bureau with one or more of the following will require a Special Event Permit (EVAL).

## APPLICATION AND PERMIT:

- Use of Candles or Small Open Flames (Applies to single event only. Use PUBL permit for recurring usage)
- Conduct a Fireworks Display
- Tent or Air-supported Temporary Membrane Structure over 200 square feet
- Liquid or gas-fueled vehicles or equipment in assembly buildings
- Special Amusement (Includes Haunted Houses)

Throughout the remainder of the document the event being permitted will be called “The Event”.

## SPECIAL EVENT APPLICATION

Application link: <https://static.spokanecity.org/documents/fire/prevention/forms/permit-applications/special-events.pdf>

Applications must be submitted to the Spokane Fire Department at least 30 days prior to the event for review and approval.

The application packet submitted to the Fire Department must include payment plus the following:

1. Application Form/Cover Sheet
2. Floor Plans: The Spokane Fire Department maintains a file of pre-approved exhibit booth floor plans.

Applicant must identify whether a pre-approved plan or another plan will be used. Modifications to pre-approved plans must be detailed and will require review by the Fire Department prior to utilization of the changed plan. If pre-approved plans are not used, detailed accurate floor plans shall be submitted in triplicate to the Spokane Fire Department Fire Prevention Bureau.

3. Special Conditions - Provide description and plans where necessary

### **APPLICATION FORM/COVER SHEET (MUST INCLUDE THE FOLLOWING)**

- Name of The Event
- Date(s) of The Event
- Set up and move-out dates
- Estimated number of workers at any one time
- Estimated number of persons to be in attendance at any one time
- Event Coordinator contact information - Name, address, phone number(s)
- Note: This should include contacts for individual(s) that can provide detailed information about set-up and operation of The Event

### **FLOOR PLANS (MUST INCLUDE THE FOLLOWING)**

Detailed physical layout of the Event to include exhibit/ booth floor plans.

Floor plans must specify:

- Dimensions of aisles
- Access to Exits and Exit locations
- Booth layout (to scale) of the entire show
- Location and width of all aisles and cross-aisles - Note: Aisles shall be a minimum of 9'-6" wide with 11' wide perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in the Meeting rooms and Ballrooms
- Size and location of stage(s) or other performing area including circus ring, etc
- Location and accessibility of all required fire alarm "pull stations," fire extinguishers and hose cabinets or outlets

### **SPECIAL CONDITIONS**

If the following situations and/or conditions are desired to occur in Convention facilities, detailed plans

of use must be included.

- Displays and operation/ use of any open flame, candles, lamps, torches, cooking, etc.
- Use of Liquefied Petroleum Gases (LPG)
- Use, handling or storage of any pyrotechnic materials or devices
- Temporary membrane structures, tents, canopies, or covered exhibit booths
- Use of special fuel blends for motor vehicle events indoors or use of vehicle for indoor event

## **FIRE DEPARTMENT APPROVAL OF PLANS**

Plans must be approved by the Fire Department prior to any event set-up unless the set-up is a standard arrangement pre-approved by the SFD Fire Prevention Bureau. See exception listed above. Copies of the approved plans will be returned to the Convention Center prior to event set-up. Approvals are subject to final inspection by an authorized SFD Fire Prevention representative. A copy of approved plans will be kept on file with SFD Fire Prevention and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from SFD Fire Prevention. Inspections will be conducted according to the approved plans.

## **INSPECTION OF THE EVENT**

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Spokane Fire Department (SFD). These inspections may include:

- A walk-through inspection with the property manager or the authorized representative, the Events Manager of the Spokane Convention Center, and members of the Fire Prevention Bureau during the move-in/set-up period
- Any violations noted shall be corrected immediately or within the time frame agreed upon
- Daily visits by members of the Fire Prevention Bureau (once The Event has opened), as well as on-duty members of Fire Department Companies, as necessary. Cooking and motor vehicle display and use will be spot checked by the SFD Prevention personnel and requirements will be strictly enforced
- During the closing (move-out) and removal of materials used in The Event, members from the Fire Prevention Bureau may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes

### **SPECIAL INSPECTIONS**

Special inspections will be required for the following:

- All motorized vehicle displays, i.e.: auto shows or sales; motorized vehicle events, monster trucks,

mud bogs, motorcycles, etc. (See “Display of Motorized Vehicles” below)

- All indoor cooking. (See “Cooking and Warming Devices” below)
- Pyrotechnic displays. A separate Spokane Fire Department (SFD) pyrotechnic permit is required (must be submitted at least **30 days prior** to the planned event)
- Air-supported temporary membrane structures having an area in excess of 400 square feet (See “Structures and Exhibit Booths” below)
- Any tent, canopy, and/or structure (other than air supported) inside the Convention Center that exceeds 300 square feet will not be allowed.
- LPG use. Mechanical inspection permits may be required.

## STANDBY PERSONNEL

Whenever, in the opinion of the SFD code official, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more Fire Department approved persons to perform the duties of Standby Personnel. If Fire Department personnel are used, the event will be billed at the current SFD rates.

## STORAGE

Storage of packing materials and surplus literature must be confined to areas away from the display locations. These locations must be coordinated with the Convention Center and approved by the SFD.

## COMBUSTIBLE WASTE

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by SFD to cause hazardous conditions.

## STOPPING EVENT

Upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the Fire Department SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

## STRUCTURE AND EXHIBIT BOOTH REQUIREMENTS

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant

solution. A single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

2. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

- Three wire (ground) cords shall not be plugged into two (2) wire extension cords
- Extension cords (zip cords) shall not run under carpets/ rugs unless designed to
- There shall be a three (3) foot clearance from lights to any combustible materials
- All electrical plugs and cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated. The Convention Center Use Agreement prohibits the use of multi-plugs; i.e. twin sockets/cube taps

3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.

4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.

5. All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.

6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 9'-6" feet wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

7. Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.

8. Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on them, new or not. Extinguishers must be readily accessible and ready for use (out of the box).

9. The Event Manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.

10. The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.

11. If there are any additional requirements, they shall be determined by the SFD Prevention Bureau for each event.

12. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

## **DISPLAY OF MOTORIZED VEHICLES**

1. The Fire Department must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

2. Batteries must be disconnected.

3. No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.

4. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center building.

5. Adding or removing fuel on site is prohibited (must be done outdoors). Special fuel blends use inside the building is subject to advanced approval by the Spokane Fire Department.

6. A vehicle key for each vehicle must be left in the Security Office or with an on-site responsible individual for emergencies.

7. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.

8. Fire protection for motor vehicle events shall be approved by the Spokane Fire Department. The level of protection required shall be determined for each event.

9. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors.

10. LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank 2) remove tank 3) disconnect and cap tank. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.

## **COOKING/WARMING AND HEATING DEVICES**

1. Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a



maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be manifolded. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided.

2. Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.

3. Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12" x 24".

4. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.

5. Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet one of these two (2) requirements:

- A 20B:C extinguisher and a lid for smothering, or
- An approved automatic extinguishing system (hood system).

**Note:** For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

Any additional requirements shall be determined by the SFD Prevention Bureau for each event.

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