



## NORTH COUNTY FIRE PROTECTION DISTRICT

330 S. Main Avenue  
Fallbrook, CA 92028-2938  
Phone: (760) 723-2010; Fax: (760) 723-2045

### Fire Prevention and Community Risk Reduction SPECIAL EVENT REGULATIONS AND PERMIT GUIDELINES

This informational bulletin has been developed by North County Fire Protection District (NCFPD) to summarize the fire and life safety regulations relating to events such as temporary carnivals, sporting events, fairs, assemblies and structures used for booths and concession stands. These guidelines reflect the new code adoptions as of January 2017. Always refer to the most recent code adoption requirements.

#### **Fire Inspections and Permits:**

If your event plans to include any of the following items, an additional permit and/or inspections may be necessary:

- Open Flame / burning
- Fireworks/ pyrotechnics displays
- Flame producing equipment or hot work
- Food preparation sites
- Tents, canopies or stage over 400 square feet, or “EZ Ups” cumulatively measuring 400 square feet or more.

Establishing fire prevention and safety procedures for your event is essential in the planning process. The Fire Marshal, or his/her designee must review your event, for fire safety, crowd capacity, cooking compliance and access issues. To ensure public safety, there may need to be inspections of your venue either before and/or during your event. For additional information regarding necessary inspections for your event, you may contact Fire Prevention at: (760) 723-2010. If inspections are required for your event, you will be billed for services at the rates established in the NCFPD fee schedule.

**All event applications must be submitted to NCFPD four (4) weeks in advance of the event.** NCFPD will evaluate the event for access, (traffic plan, road closures), fire and life safety, medical plan and EMS/standby requirements. Applications are available online at: [northcountyfireprotectiondistrict.com](http://northcountyfireprotectiondistrict.com)

NCFPD approval and payment of fees are required prior to any other governmental or local agency permit process or approval.

The San Diego County Department of Public Works (DPW) requires community special events to be permitted. You may access specific requirements and the permit application at: <http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/cep.html>



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#### **Medical Plan:**

You are required to provide a detailed medical plan to ensure the health and safety of all participants and attendees at your event. **NCFPD must be accessed via the 911 systems for all medical emergencies that are not immediately resolved by the on-site event medical plan. NCFPD must also be accessed via the 911 systems for any hospital transport that is needed.**

Your medical plan must include:

- Completed application
- Overview of event/site map
- Communications
- The types of resources
- Equipment available
- Location of medical staff
- The manner in which the plan will be managed

In addition, all plans must acknowledge NCFPD as the exclusive operating agreement (EOA) emergency provider and as such will be the transporting agency. Event contracted companies and/or agencies shall have the ability to provide initial assessment and triage, but once a possible patient is identified and either has injuries requiring or asks to be transported the 911 system shall be initiated.

All communications and the process by which the event activates the 911 system is the sole discretion of event organizer. NCFPD reserves the right, under protocol, to downgrade patients to BLS and utilize the event ambulance should patient care dictate. If the scale and/or complexity of the event dictate, NCFPD may require an onsite Fire Officer to be a part of the event “command team”.

These general guidelines are intended to assist the event promoter in building a thorough Medical Plan and meet NCFPD requirements. NCFPD reserves the right to disprove applications and/or event Medical Plans based on the scale of the event and anticipated impact to local resources and emergency response.

NCFPD has final authority to determine your event’s medical service requirements. They may consist of any of the following depending on the anticipated crowd size and activity at the event:



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- Knowledge of 911
- First aid station(s)
- BLS ambulance(s)
- ALS ambulance(s)
- ALS Mobile team(s)

Guidelines for level of service are:

Anticipated Crowd Size	EMS Level
*All Events	First Aid
2,500 to 9,999	BLS First aid station
>10,000	ALS First Aid and medical teams
>20,000	ALS Ambulance, and medical teams

*\*The requirement to maintain a first-aid station is at NCFPD discretion and based on the event's anticipated impact to NCFPD emergency response. Factors contributing to the decision to require a first-aid station include, but are not limited to: weather (heat injuries); traffic impact and our ability to quickly and safely access all portions of the event; estimated number of attendees; and the EMS stand-by resources of the event. All cost associated with the above are the responsibility of the event.*

#### **Access:**

Road closures and traffic plans will be reviewed by North County Fire to ensure emergency vehicle access. A minimum 20 ft. unobstructed fire access is required for all events.

\* Fire Department Review is required before any other authorization

#### **Tents and Membrane Structures:**

- Any tents, canopies, sidewalls or drops used by food vendors shall have a Ca. State Fire Marshal Certificate of Flame Resistance.
- All vendors using canopies larger than 400 sq. ft. shall obtain a permit prior to installation and use.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing assembly occupancy.
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
- Occupant loads in an assembly structure shall be determined by North County Fire Prevention staff.



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#### **Cooking Tents:**

- Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 ft.
- Outdoors cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent or membrane structure.
- Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. They shall be fastened in place to prevent unauthorized movement.
- Cooking and heating equipment shall not be located within 10 ft. of exits or combustible materials.
- Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.
- A minimum of one 2A 10 BC will be located at each cooking booth.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have an approved service tag attached.

#### **Generators:**

- Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20ft. and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 ft. from tents or membrane structures.

**For more information planning your community or special event please contact the fire prevention office at: 760 723-2010**