



## CODE COMPLIANCE GUIDELINE

# CARNIVALS / FAIRS

AND OUTDOOR FESTIVALS / PUBLIC ASSEMBLAGES 500+ PERSONS

### Bureau of Fire Prevention

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**\*\* PERMIT REQUIRED \*\***

This publication outlines the requirements outlined within the *Ohio Fire Code* (OFC) permit and public safety plan requirements related to carnivals, fairs, festivals, and outdoor public assemblages of 500 people or more within the Village of Hebron and Union Township. This publication does not address circuses and temporary tents, nor does it address special amusement buildings defined by the Ohio Fire Code.

\*\*\* PLEASE REVIEW THIS ENTIRE PUBLICATION BEFORE TAKING ACTION \*\*\*

Questions regarding the content of this publication should be directed to the Bureau of Fire Prevention at 740-928-4721 Ext. 111 during regular office hours, Monday thru Friday, 8 a.m. to 4 p.m.

## OVERVIEW

In the Village of Hebron and Union Township, a variety of carnivals, fairs, festivals and large outdoor public assemblages are conducted throughout the year. Many of these events draw large crowds, stage shows, temporary tents/structures, and special amusement devices which can impede emergency access to buildings, structures, fire hydrants, and fire lanes. In addition, outdoor events such as these can adversely affect the response of public safety services such as emergency medical, fire, and police.

**PERMIT(s) REQUIRED.** In accordance with Section 105.6.4 of the OFC, a Fire Safety Permit (FSP) is required for any carnival, fair, festival, or large outdoor public assemblage that has the ability to receive an attendance of 500 persons or more, including those who are involved with the delivery of the event. In addition, the Fire Marshal issues FSP's for a variety of activities regulated by the OFC, such as the use of liquefied petroleum gas (LPG), display of fireworks, and installation and use of temporary tents; some of which require an additional permit.

**PUBLIC SAFETY PLAN REQUIRED.** Through the review and approval of a public safety plan, the Fire Marshal will assist sponsors, organizers, and operators of carnivals, fairs, festivals, and large outdoor public assemblages to make certain an adequate level of public safety is provided at these outdoor events, while ensuring compliance with the OFC. A public safety plan is required by Section 403.2 of the OFC.

- STEP 1 - Submit required public safety plan for review and approval.
- STEP 2 - Retrieve approved public safety plan.
- STEP 3 - Schedule a fire marshal inspection.

## **STEP 1 - SUBMIT REQUIRED PUBLIC SAFETY PLAN**

An application for public safety plan review and permit for each carnival, fair, festival, or large outdoor public assemblage shall be made in writing to the Fire Marshal by the responsible party. Applications may be obtained by calling the Bureau of Fire Prevention or online at: [www.hebrondfd.org/forms/fsp.pdf](http://www.hebrondfd.org/forms/fsp.pdf)

**PERMIT FEE.** A fee of \$0.00 is due at the time of permit application and plan submittal. This fee generally covers the cost of the plan review and inspection(s) associated with the permit and is authorized by Section 105.1.1 of the OFC.

**PLAN SUBMITTAL INSTRUCTIONS.** The following documentation (i.e., contents of the public safety plan) must be submitted along with the completed public safety plan review and FSP application to the Bureau of Fire Prevention for review and approval at least 30 days prior to the event:

- One (1) copy of a written emergency plan. *(See page 4 for details)*
- One (1) copy of a site layout plan. *(See page 5 for details)*
- One (1) copy of a crowd management plan for events hosting 1,000+ persons. *(See page 6 for details)*

Submit the completed permit application and a copy of the required documents by one of the following:

- PDF form via email to [fireprevention@hebrondfd.org](mailto:fireprevention@hebrondfd.org)
- Mail them to:  
Village of Hebron, Division of Fire/EMS  
ATTN: Bureau of Fire Prevention (Permits)  
P.O. Box 884Hebron, OH 43025
- Drop them off at the firehouse Monday through Friday, between 8:00 a.m. and 4:00 p.m.

## **STEP 2 - RETRIEVE APPROVED PUBLIC SAFETY PLAN**

After your public safety plan has been reviewed and approved, you may retrieve the approved plan by visiting the firehouse during regular business hours or by receiving a PDF version via email. Please note that any plans submitted on paper that are larger than 11" x 17" cannot be scanned digitally and will need to be retrieved in person. The Fire Prevention Bureau will retain one set digitally. Plans will only be released after the required permit fee has been paid in full.

**Notice regarding Fire Marshal Plan Approval.** In accordance with Section 105.4.4 of the OFC, plans approved by the fire official are approved with the intent that they comply in all respects to the Fire Code. Any omissions or errors on the plans do not relieve the applicant or responsible party from complying with all applicable requirements. Final approval is granted only after a site inspection by the Fire Marshal.

## **STEP 3 - SCHEDULE A FIRE MARSHAL INSPECTION**

Approval of a carnival, fair, festival, or outdoor public assemblage is finalized through a site inspection, which must be scheduled by the responsible party for a date at least one business day prior to the operation of the carnival, fair, festival, or large outdoor public assemblage. The approved public safety plan must be available at the event location. To schedule an inspection, call the Bureau of Fire Prevention at (740) 928-4721 during business hours.

## **OTHER AGENCIES & LOCAL GOVERNMENTS**

When planning these types of outdoor events, particular attention should be given to the notification and coordination with the following government agencies:

- Village of Hebron, Division of Fire/EMS, Special Event Notification - (740) 928-4721
- Village of Hebron Police Department (In Hebron Only) - (740) 928-9402
- Union Township Police Department (Union Twp Only) - (740) 928-7655
- Licking County Building Code Department - (740) 349-6671
- Licking County Health Department, Food Service Permits and Inspections - (740) 349-6535
  
- **ELECTRICAL & SPECIAL AMUSEMENT DEVICE PERMITS.** The use of an electrical generator 6500 watts or greater and/or the installation of temporary electrical wiring, circuits, and equipment may require an electrical permit and inspection. Please contact the Licking County Building Code Department for information about electrical, special amusement device permits, and associated inspections/approvals. The Bureau of Fire Prevention may also require additional permits to be obtained, such as a tent permit. You are permitted to combine these requests on the same form, but please also review the permit requirements for all of the other permits that are being requested. Although the same form can be used to file for multiple permits, please note that all applicable fees are still required, unless otherwise stated elsewhere.
  
- **FIRE MARSHAL OPERATIONAL PERMITS.** The use of a temporary tent exceeding 400 square feet, the storage and/or use of liquefied petroleum gas (i.e., LPG, propane, butane), and the display and/or use of open-flame, fireworks, and pyrotechnic special effects each require approval from the Fire Marshal and are strictly prohibited until the appropriate permits have been issued. For detailed information about these permit requirements, contact 740-928-4721 Ext 111. The following are some of the more common permits associated with carnivals, fairs, festivals, and large outdoor public assemblages that are issued by this office:
  - Liquefied Petroleum Gas (LPG).** An FSP is required for the handling, storage, and use of LPG outside where the quantity is greater than 10 gallons aggregate; e.g., more than two twenty-pound cylinders. There are two permits associated with LPG at carnivals, fairs, festivals, and outdoor public assemblages:

Temporary Single Event Use

Time Limit: *30 Days*

Permit Type: *FSP-TEMP*

Permit Fee: *\$0*

Temporary Long-term Installation

Time Limit: *One Year*

Permit Type: *FSP*

Permit Fee: *\$0*

LPG Permit Application: [www.hebronfd.org/forms/fsp.pdf](http://www.hebronfd.org/forms/fsp.pdf)

Notice about DOT LPG Cylinders. Cylinders shall be continued in service and transported in accordance with DOT regulations. A cylinder with an expired requalification date shall not be refilled or used until requalified in accordance with DOT regulations.

- **Temporary Tents.** All temporary tents exceeding 400 square feet shall not be installed, maintained, occupied, or used for any purpose without first obtaining a FSP from the Fire Marshal. Detailed procedures, requirements, and permit applications for temporary tents may be obtained from the Bureau of Fire Prevention and online at:

[www.hebronfd.org/forms/tentguide.pdf](http://www.hebronfd.org/forms/tentguide.pdf)

**Notice about Tent Inspections.** Two inspections are generally required for a temporary tent exceeding 400 square feet. The first inspection is performed after the initial installation and prior to the event, and must be scheduled by the person, firm, or corporation responsible for the installation. The second inspection is commonly performed shortly after the event opens and is unannounced. If installing a tent, please coordinate and plan accordingly!

Notice about Tent Permits. Although a permit is required by the Bureau of Fire Prevention to erect and operate a tent that is over 400 square feet, the Licking County Building Code Department requires a permit for any tent that is over 120 square feet, with the exception of those personal tents utilized for recreational purposes, such as camping. This means that you may be required to obtain a permit from the building official, but not from our office.

- **Fireworks & Pyrotechnics.** FSP requirements associated with the display, handling, sale, storage, and use of fireworks and pyrotechnics within the Village of Hebron and Union Township can be obtained by contacting the Bureau of Fire Prevention or online at:

[www.hebronfd.org/forms/fwguide.pdf](http://www.hebronfd.org/forms/fwguide.pdf)

## **PUBLIC SAFETY PLAN**

**WRITTEN EMERGENCY PLAN** shall include the following information ...

1. Name and/or description of the event (*e.g., Fall Music Festival, Art Fair, Outdoor Concert*)
2. Event date(s) and time(s) including scheduled activities and times of peak attendance.
3. The name and address of the event facility/location/site shown on each page of the plan.
4. Complete contact information for event stakeholders which includes the property owner, event sponsor or event coordinator/operator, and key event staff. Contact information should include alternates, and include cell phone numbers and e-mail addresses.
5. Approximate or estimated event set-up completion date/time prior to event operation.
6. Approximate number of attendees including all event attendants, employees, and staff.
7. Identify all means of communication available for event attendants, employees, and staff to routinely communicate with each other, summon help, and call 911.
8. Procedure for immediately reporting fire events, alarm activations, hazardous materials releases, medical emergencies, and other emergencies.
9. Evacuation procedures in the event of an emergency (*e.g., fire, weather, bomb threat, etc.*).
10. Plan to stop all music, performances, and audio-visual effects in the event of emergency.
11. List of primary and secondary evacuation routes and evacuation assembly locations.
12. Crowd management plan that clearly identifies all crowd manager positions and duties, including those persons responsible for calling 911 and meeting emergency responders.

**SITE LAYOUT PLAN** shall be in the form of a legible diagram and include the following ...

1. Name and/or description of the event and event date(s) shown on each site plan page.
2. Overall site map showing the boundary or perimeter of the event facility/location/site.
3. Location and dimensions of all permanent buildings within the event site boundary.
4. Location and dimensions of all temporary tents/structures, and the distance from other temporary tents/structures and permanent buildings within the event site boundary.
5. Location of all fire hydrants and fire department connections (*e.g., standpipe, sprinkler*).
6. Location and width of vehicle ingress/egress routes and all designated fire lanes.
7. Location of public accessible vehicle parking areas and event vehicle staging/storage.
8. Location of display/vendor booths identified by occupant name and/or identification #.
9. Location of all amusement devices, stages, observation decks/towers, and large displays.
10. Location of all outdoor assembly, gathering, and/or seating areas showing means of egress elements including exit access routes/widths and exit discharge locations leading to the public way. This includes detailed measurements of fenced areas and egress gates.
11. Location of all designated primary and secondary evacuation routes within the event site boundary and all crowd manager stations and location assignments.
12. Location of all temporary generators and/or temporary electrical service connections.
13. Location of all permanent and/or temporary LPG installation/storage/use areas.
14. Location of approved fireworks or pyrotechnic special effects discharge and fallout areas.

## **KEY POINTS TO REMEMBER ...**

- **Use This Plan.** The contents of this public safety plan, including the written emergency plan and site layout plan, shall be reviewed with all event staff, which includes employees, crowd managers, volunteers, and designated fire watch personnel.
- **Don't Delay.** In case of emergency, event staff must be able to give their location within the event site, summon help from other event staff as needed, and call 911 without delay.
- **Emergency Services On-site.** Unless otherwise required by the Fire Marshal, it is not necessary for fire and/or EMS services to be on-site during the operational periods of your event. However, these services may still be available at your request. Further information regarding this service can be obtained by calling the Fire Chief at (740) 928-4721 Ext. 110. Please note that the request outlined in this paragraph is regarding the use of fire/EMS personnel and equipment that will remain on-site and dedicated to your event, but who also require an additional fee for service. This does not include visits by the on-duty personnel who may participate in your event's activities, but are still responsible to respond to other emergencies. This form of service is welcomed by the fire department and is free-of-charge.
- **Plan for the Unexpected.** Emergencies are always unexpected and usually never occur at a convenient time. Therefore, it is important to ensure that your public safety plan is well prepared and defines the meaning of anything that may be misinterpreted. For example, you may outline that the event will close down during inclement weather. The question then arises as what is inclement weather?

## **FIRE WATCH PERSONNEL**

In accordance with Section 403.1 of the OFC, when in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

- **General Duties.** All attendants, employees, and staff of fairs, festivals, and outdoor public assemblages should maintain a constant fire watch, which involves keeping a diligent watch 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 for remediation of hazards, calling 911 when required, and assisting with the evacuation of impacted areas in accordance with the written emergency plan.
- **When Required.** Fire watch personnel, other than designated crowd managers, may be required by the Fire Marshal depending on the unique circumstances related to the event. In addition, final determination related to the actual number and special duties of designated fire watch personnel may be identified during a fire marshal inspection.

## **CROWD MANAGEMENT**

In accordance with Section 403.3 of the OFC, trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one (1) crowd manager to every 250 persons. 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 positions and duties including those persons responsible for calling 911 and meeting emergency responders. Crowd manager stations and location assignments, where provided, shall be illustrated on the site layout plan.