



**NASSAU COUNTY FIRE COMMISSION
OFFICE OF THE FIRE MARSHAL**

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FIRE MARSHAL BULLETIN

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Special Outdoor Events and Festivals Guidelines

To promote the safety of residents and guests attending special outdoor events and festivals in Nassau County, the Nassau County Fire Prevention Ordinance (NCFPO) provides for a permitting process for tents, membrane structures, canopies, food vehicles and use of LPG (propane). The requirements of the permitting process are specified in the NCFPO Section 6.5.6.7, 14.8 and 14.18.3.

<https://www.nassaucountyny.gov/DocumentCenter/View/17509>

Fire Code of New York State (FCNYS) 403.12.2 Public safety plan for gatherings. Where the *fire code official* determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the *fire code official* shall have the authority to order the development of or prescribe a public safety plan that provides an *approved* level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Vendor and food concession distribution.
8. The need for the presence of law enforcement.
9. The need for fire and emergency medical services personnel.
10. The need for a weather monitoring person.

Fire Code of New York State (FCNYS) 403.12.3 Crowd managers. Where facilities or events involve a gathering of more than 500 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3.

403.12.3.1 Number of crowd managers. Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

Exceptions:

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.
2. Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 shall not require crowd managers.
3. The number of crowd managers shall be reduced where, in the opinion of the *fire code official*, the fire protection provided by the facility and the nature of the event warrant a reduction.

403.12.3.2 Training. Training for crowd managers shall be *approved*.

403.12.3.3 Duties. The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the *fire code official*.
7. Other duties as specified in the fire safety plan.

Tent, Temporary Special Event Structures and other Membrane Structure

1. A tent permit shall be secured **prior to the erection and/or use** of a tent or membrane structure having an area greater than two hundred (200) square feet or for any canopy having an area greater than four hundred (400) square feet.
2. Certification of flame proofing required by the *Uniform Fire Prevention and Building Code of New York State* shall be provided to the Fire Marshal for the tent, canopy, or membrane structure (hereafter referred to as "tent") being permitted. Certification of flame proofing shall include a completed and signed tent permit application, and a certificate certifying the tent, and all appurtenances, such as sidewalls and floor coverings, meet flame resistance criteria as required by the *Fire Code of New York State (FCNYS)*, Section 3104.2.
 - a) A copy of the certification of flame proofing required by the *Uniform Fire Prevention and Building Code of New York State* and a copy of the tent permit shall be readily available for inspection at the permitted tent structure site.
 - b) Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
 - c) Smoking shall not be permitted in tents. "NO SMOKING" signs shall be posted.
3. Any tent where cooking is performed and/or requiring heat within the structure shall require a tent permit regardless of size.
 - a) A Temporary Heat Permit shall be required when heating or cooking with propane at location and shall comply with NCFPO Article 6.
 - b) A tent structure where cooking is performed shall be restricted to cooking operations only and may not be used as an assembly area by patrons or an area for food or beverage consumption. Structures used for cooking must comply with the rules and regulations of the Nassau County Health Department.
 - c) Properly rated and sized portable fire extinguishers shall be provided for all tents where cooking is performed.
 - d) Tents where cooking is performed shall be separated from other tents by not less than 20 feet.
 - e) Tents where fuel burning cooking and heating equipment are being used are required to have carbon monoxide detectors.
4. Tent Application and Temporary Heating Permit fees are specified in the NCFPO section 22.
5. A tent permit will expire upon the removal of the tent, canopy, or membrane structure or in six (6) months from the date of issue of the permit, depending on which shall occur first.
6. Tent and Temporary Heating Permit Application may be found at the following website address:
<https://www.nassaucountyny.gov/DocumentCenter/View/20733>
7. Unobstructed access to fire hydrants, and other fire protection features shall be always maintained. The sponsor or promoter of the event shall conspicuously mark a solid yellow circle 12 inches in diameter in the center of the emergency access lane to indicate the location of each fire hydrant within the boundaries of the event.
8. Approved portable fire extinguishers complying with FCNYS Section 906 shall be provided and placed in locations approved by the fire code official.
9. The running of internal combustion equipment (generator, power washer, chainsaw, or etc.) shall be no less than 20 feet from tents. Refueling of such equipment shall be no less than 20 feet from tents.

10. Electrical cooking, heating, and lighting equipment shall comply with NFPA 70.
11. Electrical equipment and wiring shall be listed and labeled to outdoor use.
12. Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a *tent* or *membrane structure*, and from areas within 30 feet of such structures.
13. The floor surface inside *tents* or *membrane structures* and the grounds outside and within a 30-foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in *approved* containers and removed from the premises not less than once a day during the period the structure is occupied by the public.
14. An approved means of fire apparatus access shall be provided. Fire apparatus access shall be provided, by maintaining an unobstructed fire lane of not less than 15 feet in width.
15. Means of egress shall meet the requirements of the FCNYS Section 3103.12.
16. Emergency egress and escape routes shall be always maintained.
17. Tents with on occupant load of 50 or more people shall have "EXIT" signs clearly marked.

The filing of the Tent Permit Application does not relieve the owner/user from complying with requirements of any other Authority Having Jurisdiction or from the *Uniform Fire Prevention and Building Code of New York State*.

Temporary Heating and Cooking Permit & Safety Requirements

A Temporary Heat Permit is issued when heating or cooking with propane and the propane cylinders are exchanged or refilled at a Fire Marshal approved Liquefied Petroleum Gas location when empty, shall comply with NCFPO Article 6 and Section 6.5.6. If propane cylinders are greater than 420 pounds (100 gallons) and /or refilled at location of use it will be considered a permanent installation and shall comply with NCFPO Section 6.3.

1. Containers in use shall be placed to ensure against tipping and protected from physical damage.
2. Portable heaters utilizing Liquefied Petroleum Gas must be equipped with a safety pilot device which will shut off the flow of gas should the pilot light be extinguished.
3. Containers must be outside the building / tent at an approved location.
4. Approved carbon monoxide detection alarms shall be installed in all areas where heaters fueled by Liquefied Petroleum Gas are in use. Installation of detection alarms shall be in accordance with manufacturer's requirements.
5. The storage of spare cylinders shall be 25 foot from any structure, in ether noncombustible, top, and bottom vented structure, or surrounded by substantial metal fence encloser. Such enclosures shall be properly placarded and adequately secured against access by unauthorized persons.
6. Any cylinder that is in use shall be located a minimum of 10 feet from other cylinders in use, all combustibles, structures, tents, public ways, or lot lines.

Mobile Food Preparation Vehicles

1. Mobile food preparation vehicles (truck, van, camper, trailer, or anything mobile and preparing food) that are equipped with appliances that produce smoke or grease-laden vapors shall comply with:
 - FCNYS Section 319 Mobile Food Preparation Vehicles.
 - NCFPO Section 6.8 Transportation.
 - NFPA 96 Annex B Mobile and Temporary Cooking Operations.
2. Mobile food preparation vehicles shall obtain a permit from the Fire Marshal's Office before operating vehicles.

Any questions please call 516-573-9901