



## LIFE SAFETY REQUIREMENTS INDOOR SPECIAL EVENTS

### Emergency Exits, Exit Signs, Aisles

- Exits and aisles must be kept clear of obstructions at all times.
- Exit signs must be visible and line of sight must not be obstructed. Temporary directional exit signs may be required to clearly indicate direction of egress.
- Event coordinator(s) must ensure a safe means of egress from any booth display.
- Main aisles at the front and back of the rooms are to be at a minimum 3.5 m (11 feet) wide and all other aisles shall be a minimum of 2.5 m (8 feet) wide.

### Electrical

- Only CSA or ULC listed cords and lighting will be permitted.
- Ensure three prong extension cords free from defect are used. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and outlets.
- Extension cords shall not run under carpets/rugs or through doorways.
- If using lights that are heat producing, ensure that the lights are kept away from any combustible materials.

### Fire Rated Material

- Decorative material, other than non-flammable material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic displays, canvas, cardboard, etc. shall be treated, and maintained, with a flame retardant that can conform to CAN/ULC S-109. A test of the fire treated material must pass flame tests that meet NFPA 705. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.
- Paper, cardboard and foam products will always require a fire retardant but combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment.

### Fire Extinguishers and Fire Alarm Manual Pulls

- Keep all exterior doors, fire department connections, and fire alarm manual pull stations clear and accessible at times.
- Fire extinguishers must be posted so that the travel distance does not exceed 23 meters. Location of extinguishers must be visible or marked in such a manner that the members of the public could easily locate them without prior knowledge.

### Motor Vehicle and Small Engines

- Fuel tanks in motor vehicles/OHV's are to have fuel level at the lesser of 25% of the tank capacity or 20 liters.



- Fuel tanks in small engines must be empty. Draining of the fuel tank shall not occur in the building.
- Batteries must be disconnected.
- Keys shall be supplied to the event coordinator to aid in vehicle removal in the event of an emergency.
- Vehicles shall not be started or operated during any special event or show.
- Vehicles fueled by CPG/LNG (propane, natural gas) are not permitted.

**Compressed Gases**

- Compressed gas cylinders (e.g. helium bottles) must be secured from falling and protected from damage.

**Group Seating Plans and Table Layouts**

- When group seating is provided, ensure that aisle width and seat placements meet the Alberta Fire Code.

**Occupancy Load**

- The number of persons allowed within any event shall not exceed the occupant load permitted for the facility. It is the responsibility of the building owner/manager to ensure that the event coordinator has controls in place to control the occupant load.

**Dangerous Goods**

- No use or storage of dangerous goods products on-site without prior approval of Fire Safety Codes Officer.

**Open Flames, Pyrotechnics**

- No lit candles or other open flame devices are allowed.
- Exception is portable fuel warmers (eg. Sterno) provided the set up meets the approval of a Fire Safety Code Officer.
- Pyrotechnic material cannot be used, stored or handled without the prior authorization of the Office of the Fire Marshal.

**Cooking**

- Bottled gas cylinders (e.g. propane, natural gas) are not to be used within a building without the approval of a Fire Safety Codes Officer.
- Each food booth using cooking/heating devices will require a minimum of one 2A 10BC extinguisher.
- Any cooking operations using oil or deep frying also require one 'K' type extinguisher.
- All portable fire extinguishers must display a service and maintenance tag from a certified agency dated within the past 12 months. New fire extinguishers are exempt from the first annual maintenance if proof of purchase is provided.