



Tucson Fire Department Regulations and Requirements

<u>The Tucson Fire Department regulates all Life/Safety concerns at all TCC events.</u> The following information is a guideline for your event; however additional requirements or restrictions may apply.

General Requirements:

ALL DECORATIVE MATERIALS; such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay straws, 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 a flame retardant solution. Plastic cloth, certain other plastic materials, tarpaper, nylon, and oilcloth 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 removed from building.

<u>ALL ELECTRIC FIXTURES AND APPLIANCES</u> must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Some Electrical Code stipulations are:

- Only three (3) wire (grounded) extension cords shall be allowed; no two (2) wire extension cords (zip cords).
- Extension cords at traffic areas (temporarily) shall be taped in place, or covered with ramps or mats and must be approved by the Fire Inspector.
- There shall be a minimum one (1) foot clearance from heat producing lighting to any combustible materials.
- Only "listed" power strips may be used. Non-listed multi-plugs are not allowed.
- All electrical plugs, cords, and fixtures shall be free from defects. Only "listed" electrical devices and cords shall be allowed. Homemade items will not be allowed unless "approved" and may be confiscated.
- All Circuits supplying any type of water feature shall be GFCI protected
- Bulbs used in lighting fixtures shall not exceed the maximum wattage listed on the fixture.





<u>ALL FIRE PROTECTIVE APPLIANCES</u> including 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 ft. clearance shall be provided.

BOOTHS AND OTHER SOLID STRUCTURES shall not be constructed with any roof, ceiling or other overhead obstruction without approval of the Fire Inspector. No roof structure or covering of any type shall span more than 48" without an approved opening to allow sprinkler penetration. Booths shall not be constructed of any foam or paper product. Any wood used in the construction shall be at least 3/8-inch in thickness and may be used without flame retardant treatment

TENTS (with or without sides) AND TEMPORARY STRUCTURES shall be "listed" as fire resistant if used indoors or for food operations. Certification that a tent is "listed" must be in writing or by affixed label available to the Fire Inspector. Any tent greater than 100 sq. ft. must be approved by the Fire Inspector prior to being erected and generally will need to have its lid peeled back so as to not obstruct more than 100 sf. of sprinkler coverage. Tents without at least 10 ft. of separation from each other or installed point to point (diagonally) shall be treated as one tent and requires approval. Covered tents are not allowed in any carpeted area. Also, any tent (w/ sides) 400 sf. or larger, or any tent (w/o sides) 900 sf. or larger requires a permit from COT Planning and Development 201 N. Stone (520-791-5550). Each post of a tent must be staked (or equivalent) if used outdoors. Tents 400 sq. ft. or larger shall have **double** staking (or equivalent) at all outside corners.

TEMPORARY MEMBRANE STRUCTURES such as jumping castles and other air filled structures shall be "listed" as fire resistant and shall not be allowed within the TCC unless approved by the Fire Inspector prior to the structure's inflation.

EXITS AND AISLES shall be free of obstructions. Aisles shall be a minimum of 10 feet wide in the Arena and Exhibit Halls and Galleria hallways and a minimum of 8 feet wide in Meeting rooms and Ballrooms unless otherwise approved by the Fire Inspector.

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 through curtains or denoting alternative exit paths.

RESPONSIBILITY: 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.





Cooking and Warming Devices

- FIRE EXTINGUISHERS are required at all cooking booths. All cooking or heating areas shall have a minimum 2A:10BC extinguisher available. Any booth utilizing an open flame or emitting grease laden vapors shall have a 3A:40BC or K-type extinguisher in a conspicuous place. A K-type extinguisher is required at all commercial fryers. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag or label attached showing that it has been tested or purchased within the last year. Not meeting this requirement will result in stoppage of cooking activities until approved extinguisher in place.

 Extinguishers must be readily accessible and ready for use (out of the box). No firing of cooking appliances shall commence prior to extinguishers being in place.
- Cooking Booths or tents utilizing any open flame or emitting grease laden vapors shall
 only be allowed outdoors unless approved by the TFD and a permit is acquired.
 Electric appliances without grease-laden vapors may be used indoors, but must have
 clearance from any combustible material. Extinguishers are required as noted below.
- Booths utilizing Sterno type products are allowed, but are required to be on a noncombustible surface and clear from combustibles. Aluminum foil shall be laid out to catch splatter.
- Cooking devices shall be listed or labeled by a recognized testing laboratory
- Any process, which utilizes open flame or produces grease-laden vapors, shall not be conducted indoors or under any combustible covering.
- Cooking, warming devices, and/or heating products shall be isolated from the public by providing a separation/shield between the device and the public.
- The table surface holding the cooking and/or warming device shall be of a noncombustible material.
- Propane cylinders must be secured to prevent tipping over.
- Propane cylinders shall not be used inside any building
- Additional Requirements may be required as determined by the Fire Inspector for each event.





Submittals

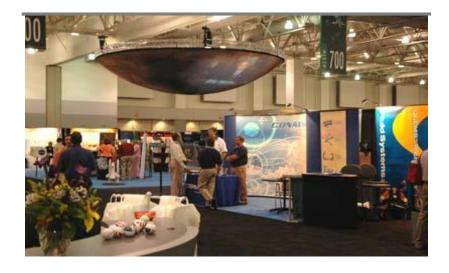
FLOOR PLANS

Accurate floor plans showing dimensions of aisles, exits, booths (to scale) of the entire show shall be submitted in triplicate to the Tucson Fire Department (TFD) Fire Prevention Center **thirty days (30 days) prior to the event**. Tucson Convention Center (TCC) shows required to submit plans include: home, auto and boat shows, trade shows, rummage sales, ice shows, special events, rock and mineral displays, musical shows, circuses, monster trucks, rodeos, wrestling, religious gatherings, all concerts held in the arena, and any other special event of public assemblage.

SPECIAL REQUEST APPROVAL

Under the following situations and/or conditions, approval by the TFD is also required **thirty** days (30 days) prior to the event.

- Displays and operation of any open flame, candles, lamps, torches, cooking, etc.
- Use of Liquefied Petroleum Gases (LPG) or other compressed gas. Any use or LPG or any compressed gas must be approved by the Fire Inspector.
- Use, handling or storage of any pyrotechnic materials or devices
- Tents, temporary membrane structures, or covered exhibit booth
- Display of motor vehicles indoors







PLAN REQUIREMENTS

Plans shall indicate size and location of stage(s), circus ring, booths, access to exits, location and width of all aisles and cross-aisles, location and accessibility of all required fire alarm "pull stations," fire extinguishers and hose cabinets or outlets.

* If the Exhibit Halls (A-D) are utilized; a detailed drawing of vehicles or vendors must be included; clearing specifying that the South Fire Lane will be kept clear and how the area is to be controlled.

Aisles shall be a minimum of 10 ft. wide in the Tucson Arena, Exhibit Halls, and Galleria hallways and a minimum of 8 ft. wide in the Meeting and Ballrooms unless approved by the Fire Inspector.

An approved copy of the plan shall be kept on the premises for inspections.

PLAN SUBMISSION

Plans submitted shall include a cover sheet with the following information:

- 1. Date(s) of proposed show, event and/or exhibit.
- 2. Set up and move-out dates.
- 3. Estimated number of persons to be in attendance at any one time.
- 4. Name and address of person(s) to contact for additional information related to the event.

PLAN APPROVAL

All plans must be approved by TFD prior to any event set-up. Copies of the approved plans will be returned to the TCC prior to event set-up.

A copy of approved plans will be kept on file with the Fire Prevention Center and with the TCC Event Coordinator. No modification of the set- up shall occur once the approved plan has been established without written approval on the plans from the Fire Inspector. All inspections will be conducted according to the approved plans.

All approvals are subject to final inspection by a TFD Fire Inspector.

For Arena life safety inspections, the "special instructions/attachments" area at the bottom of the TUCSON CONVENTION CENTER LIFE SAFETY INSPECTION form which is available for use by event managers and inspectors.

All approvals are subject to final inspection by TFD Fire Inspector.





DISPLAY OF MOTOR VEHICLES; ETC.:

Your Event Coordinator 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 Inspector.

Any use or storage of LPG/CNG is forbidden within the building unless approved by TFD. Any vehicle within the buildings or within 10' of any building opening shall comply with the following regulations:

*All vehicles must have a notice posted (form attached) on the dashboard (when vehicle is parked) declaring that the battery supply has been disconnected and that the fuel tank has been reduced and sealed as follows:

- Vehicle fuel tanks shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L) whichever is less
- All fuel tank openings shall be sealed in an approved manner to prevent escape of vapors (tape entire gas cap with cellophane tape).
- The battery cables must be disconnected from the terminals and remain disconnected while the vehicle is inside the building. Loose cable ends should be taped to cover all the exposed metal
- No vehicle may be started or operated within any TCC building during show hours without approval of the Fire Inspector.
- Adding or removing fuel within any TCC building is prohibited. Fuel can be added outdoors, not under the canopy, in an approved location by the Fire Inspector. The use of special fuel blends inside the building is subject to approval by TFD.
- A vehicle key **must** be left in the Security Control Office for emergencies.



Rev: 11/26/14



TEMPORARY USE PERMIT

Internal Combustion Engines

ISSUED DATE	EVENT		
The Tucson Fire Code requires a permit for displaying an internal combustion engine for each motor vehicle, boat, aircraft or machinery. Display permit on passenger side window or dash.			
The undersigned hereby agrees to abide by the Tucson Fire Code (TFC) as follows:			
 Fuel of any type shall be limited. Fuel, in fuel tanks, shall not exceed one quarter of a tank capacity or 5 gallons, whichever is less. All fuel tank openings shall be sealed in an approved manner to prevent the escape of vapors. Vehicles or equipment shall not be fueled or de-fueled within the building and only in approved location. Promoter shall provide spill containment materials and their proper disposal The battery must be disconnected and remain disconnected while the vehicle is inside the building. Cable ends must be taped and all the exposed metal covered LPG/CNG tanks shall be removed 			
		YES	NO
Fuel Reduced to 1/4 tank or 5 gal			
Fuel Tank Sealed			
Keys on Site (w/Security)			
LPG Tank Removed			
Battery Disconnected, Leads Ta	ped		
Visual Inspection for leaks			
This Form Signed			
I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.			
Exhibitor's Signature: Date:		e:	
Contact Phone #'s:			





OTHER PERMIT REQUIREMENTS

Tucson Fire Department permits are may be required for the following:

- All motorized vehicle displays, i.e., auto shows or sales or motorized vehicle events, i.e., monster trucks, mud bogs, motorcycles, etc. (See "Display of Motorized Vehicles")
- All indoor cooking. (See "Cooking and Warming Booths")
- Pyrotechnic displays Information/Permit requirements are available on the Tucson Fire Department (Fire Prevention) website and must be submitted 30 days prior
- Air-supported temporary membrane structures
- Any tent (w/ any sides) having an area of 400 square feet or more, or other tents (w/o side) having an area of 900 square feet or more (See "Structures and Exhibit Booths" below). Permits are issued @ 201 N. Stone at Developmental Services Department (DSD); 520-791-5550.
- If there are any additional requirements not anticipated by these permits, they shall be determined by the fire inspector for each event

STANDBY PERSONNNEL: Whenever, in the opinion of the fire code official, the safety of the public is essential in a place where people congregate, due to the number of persons present or the nature of the activity, the owner, agent or lessee shall employ one or more qualified persons to perform the duties of Standby Personnel. Standby Personnel shall be subject to the fire code official's orders at all times when so employed, and shall remain on duty during the times such place is open to the public, or at times specified by the fire code official.

The duties of the personnel assigned to work under the provisions of this section shall be as prescribed by the fire code official. Standby personnel shall not be required or permitted, while on duty, to perform any duties other than those specified by the fire code official.

When the fire code official has determined that standby personnel will be required to take prompt measures to mitigate emergencies, such standby personnel shall be off duty Tucson Fire Department personnel. Compensation of such personnel shall be as provided by the City Classified Position Compensation Plan and, upon receipt of a bill therefore, said owner, agent or lessee shall remit to the City of Tucson such amounts as are due in accordance with said plan.





EVENT SITE INSPECTIONS

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 Tucson Fire Department (TFD). These inspections may include:

- Walk-through inspection with the Event Promoter, TCC Event Coordinator and members of a Fire Prevention Inspector during the move-in/set-up period. Any violations noted shall be corrected immediately or within the time frame agreed upon.
- Daily visits by a Fire Prevention Inspector (once the show or exhibit has opened), as well as on-duty members of the Fire Department Suppression Companies, as necessary. TCC issued permits for cooking and motor vehicle display and use will be reviewed by the TFD fire inspector and requirements will be strictly enforced.
- During the closing (move-out) and removal of materials used in the show or exhibit, members from the Fire Prevention Section may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

EVENT CONTROL

The TFD fire inspector upon finding any overcrowded condition or obstructions in aisles, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious hazard to life or property, SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

STANDBY PERSONNNEL: At the time of these inspections, it is possible that the Fire Inspector may deem necessary the placement of Standby Personnel. If so, both the event promoters and TCC Staff will be notified and conferred with. However, final determinations will be made by Tucson Fire Marshal.

INQUIRES TO:

Tucson Fire Prevention Center Attn: Inspector D'Auria 300 S. Fire Central Pl. Tucson, AZ 85701 (520) 791-4502