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SCHOOL FIRE & LIFE SAFETY

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Fire & Life Safety
Sub-committee
Summer 1995

Updated: August 31, 1995
Updated: November 19, 2007
Updated: February 3, 2009

INTRODUCTION

This packet contains important fire and life safety requirements for educational facilities. These requirements are dictated by the California Code of Regulations, Title 19, 2007 CBC, & CFC.

It is the intention of the Fire Authorities to inspect these facilities and keep them within the California Code of Regulation standards for fire and life safety. The school facilities are inspected once a year by Fire Prevention Officers or Fire Station Personnel.

We are providing this information to you and request your assistance in complying with all regulations for safety of the children and staff.

Please review this packet, if you have any questions or concerns feel free to contact the Fire Prevention Division of the Fire District having jurisdiction over your site.

ACKNOWLEDGMENTS

This booklet is a product of a collaborative effort between SIA member school districts and fire prevention agencies. SIA would like to extend its appreciation to the school districts and fire agencies that committed personnel to this issue and the members of this committee for their diligence and dedication to this important topic:

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REQUIREMENTS FOR SCHOOLS: ASSEMBLIES AND FUNCTIONS

According to the California Code of Regulations, school assemblies and related functions should comply with the following list:

1. In general, prior to conducting any special event or special seating arrangement event, contact the authority having jurisdiction in the planning stages so that they may direct those responsible as to the requirements of applicable laws, regulations, and permits.
2. **USE OF CANDLES / OPEN FLAME** - are “prohibited”. Contact the authority having jurisdiction for special uses. The authority having jurisdiction may approve on a case-by-case basis. (CCR Title 19, 3.25 & CFC 308)
3. **THE CHIEF**, or his/her designated representative upon findings any overcrowding condition or obstruction in aisles, passageways, or other means of egress; or upon finding any condition which constitutes a serious menace to life, shall cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected. (CFC Appendix Chapter 1, 107.6).
4. **ACCESS ROADWAY** - A 20 foot, unobstructed fire access roadway shall be provided within 150’ of the exterior of all buildings. (CCR Title 19, 3.05 & CFC 503.2.1)
5. **POSTING OF OCCUPANCY** - All assembly rooms with an occupant load of 50 or more shall have a posted occupant load sign. (CCR Title 19 3.30 & CFC 1004.3)
6. **OVERCROWDED OCCUPANCIES** - No occupancy shall have more people in it than is allowed by its posted room capacity. (CCR Title 19, 3.27 & CFC Appendix Chapter 1, 107.5)

7. SMOKING OR OPEN FLAME - There shall be no smoking or open flame during any public assembly. "No Smoking" signs shall be posted in a conspicuous place inside the building. (CCR Title 19, 3.32 & CFC 308.3, 310.2)
8. DECORATIVE MATERIAL - (See page 10)
9. FIRE EXTINGUISHER – Portable fire extinguishers shall be selected, installed and maintained in accordance with CCR Title 19 and NFPA 10

Each fire extinguisher shall be maintained according to CCR Title 19, 567.

- a. Mounting - Each fire extinguisher shall be mounted depending on the weight of the extinguisher.
 - Less than 40 lbs. - the fire extinguisher shall be mounted no higher than 5 feet from the ground.
 - More than 40 lbs. - the fire extinguisher shall be mounted no higher than 3.5 feet from the ground.
 - b. Each fire extinguisher shall be checked monthly.
 - c. Each fire extinguisher shall be mounted on the wall within 75 feet travel distance to all portions of a building.
 - d. Each fire extinguisher shall be recharged annually and after each use.
10. FIRE APPLIANCES - Shall be maintained in working order, all extinguishers, fire hoses, and similar appliances shall be visible with a mark such as a red dot and accessible at all times. (CCR Title 19 3.24 & CFC 904.11.6)
 11. PANIC HARDWARE AND EXIT DOORS - Exit doors shall not be locked, bolted, fastened or otherwise obstructed, which would keep them from being opened from the inside without special use or knowledge. (CCR Title 19, 3.00, CFC 1008.1.9)

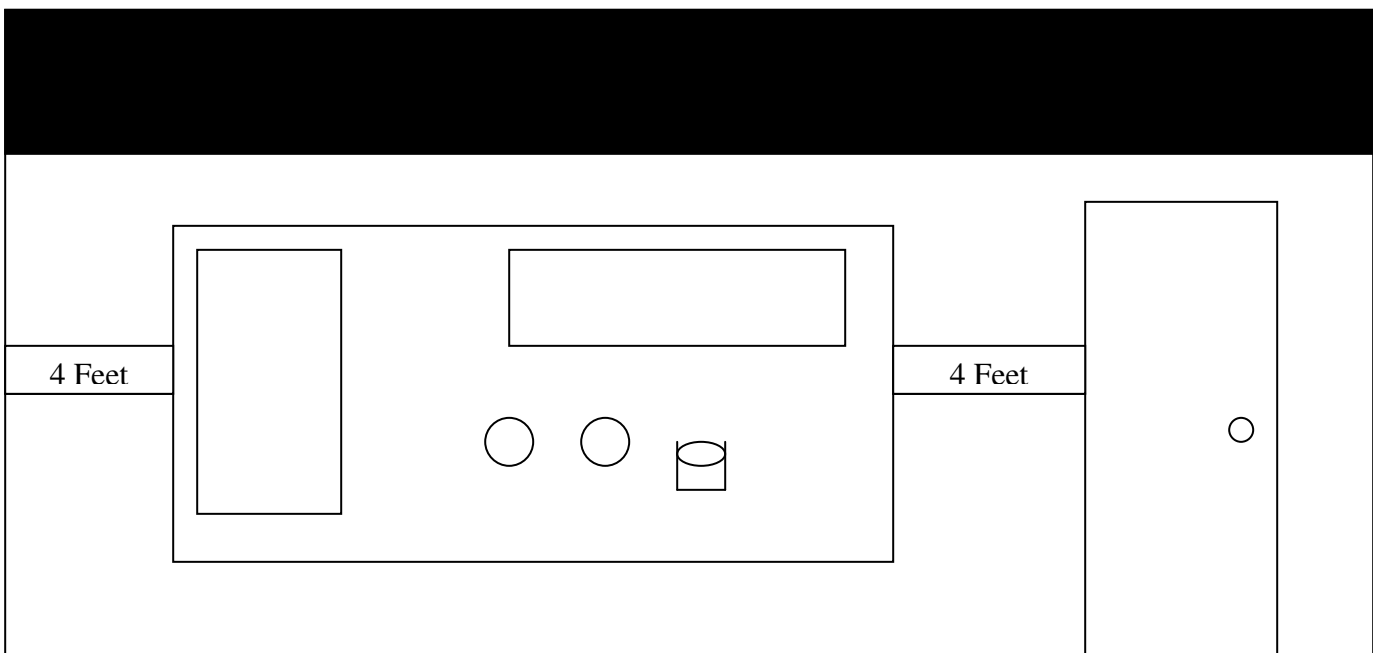
12. USE OF EXIT WAYS - Exit ways shall not be blocked in any way at anytime. (CCR Title 19, 3.11 & CFC 1007)
13. EXIT LIGHTING - Shall be illuminated any time the building is occupied. This includes emergency pathway lighting. (CFC 1006.1) Pathway lighting is required (Theaters Only): CFC 1006.2.
14. TABLE SPACING - All tables shall be spaced at least 54 inches apart and 36 inches from any wall. (CCR Title 19 3.06 CFC 1025)
15. BONDING OF CHAIRS - When more than 299 chairs are used for seating, they shall be connected in groups of not less than 3 chairs. (CCR Title 19, 3.06 & CFC 1025).
16. AISLE WIDTH - Aisles shall be at least 3' wide when served for only one side and not less than 3'6" when served from both sides. Aisle widths increase with increased distance. (CFC 1025)
17. AISLE SPACING - With standard seating, the spacing of rows of seats between any seat and the nearest aisle shall not exceed 30 feet. (CFC 1025)
18. SEAT SPACING - With standard seating, the spacing of rows of seats from back to back shall be not less than 33 inches. (CFC 1025)
19. PLAN OF EXIT WAY AND AISLES - A plan indicating the seating arrangements, location and width of exit ways and aisles shall be submitted for approval and an approved copy of the plan shall be kept on display on the premises. (CFC 408.2.1)
20. Each school shall provide the appropriate fire district with a calendar of events, informing them of when the school will be putting on an event that may need to meet fire regulations.
21. All new construction & all remodeling work require the submittal of plans. See page 37 Addendum 2.

22. Installation of gates around the school shall be approved prior to installation. (CCR Title 19, 3.16)
23. All trash cans on school grounds must be flame retardant UL listed. (CCR Title 19, 3.19 b)
24. Fire sprinkler areas shall meet all height requirements. (NFPA 13)
25. Structural changes or additions shall be reviewed with the fire district, law enforcement, and schools insurance authority. (refer to page 37)
26. Storage of flammable and combustible liquids shall follow the California Fire Code, Chapter 34.

DECORATIVE MATERIALS:

All decorative materials such as curtains, drapes, hangings, Christmas trees, or any other combustible decorative material shall be flame retardant, and no such material shall block or conceal any exit door, exit lights, fire alarm, hose cabinet or fire extinguisher. This also includes cardboard canvas, plastic partitions or walls sometimes used for haunted house or a similar event. (Title 19, 3.08 & CFC 807)

Classroom decorations or displays must conform to these regulations and follow these surface coverage guidelines. Up to 25% of the wall surface may be covered with non-treated materials within the following guidelines:



50 feet
x 8 feet

400 square feet of wall space

400 divided by 25 percent = 100 square feet

Maximum of 100 square feet of display area is allowed on this sample wall. More than 100 square feet requires flame retardant/treated material.

Note:

- *No paper is allowed on the exit doors.*
- *For functions such as grad nights contact the authority having jurisdiction.*

All drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase, the fire and panic hazard shall be made from a non-flammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal, as set forth in CCR Title 19. Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, electrical panels and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material.

FLAME RETARDANCY OF DECORATIVE MATERIALS

CCR TITLE 19, 3.08

All flammable and combustible materials used on a daily basis as an integral accessory to a classroom shall be treated for fire retardancy and so certified according to the procedures set forth below.

Responsibilities of each individual:

The Head Custodian for the school where items requiring treatment are located shall have the responsibility to ensure compliance with the appropriate portions of the above references.

The Site Administrator shall not introduce any of the above into a school environment unless such items have been properly treated for fire retardancy.

The Teaching Staff when bringing items into the school environment will provide the Site Administrator with appropriate documentation of fire retardancy for such items.

Procedure for fire retardancy:

1. Use the attached form to record treated items.
2. Use chemicals approved for the type of material being treated.
3. The chemical used shall be approved by the California State Fire Marshal's Office.
4. After treatment, distribute the certification form to the following locations:
 - a. Original to the school office
 - b. Copy for your file
 - c. Copy to the authority having jurisdiction.

Exceptions to Procedure for fire retardancy :

1. Rugs and carpets affixed to the building such as wall-to-wall carpeting and major area rugs not usually moved are exempt from treatment. Carpeting shall not be applied to vertical surfaces.
2. Any of the above items previously treated and for which a certificate of treatment is on hand are exempt.
3. Christmas trees shall be treated by a person licensed to perform such treatment and an accompanying certificate shall be available upon request.
4. Artificial trees shall be marked UL flame retardant

[EXAMPLE]

FLAME RETARDANCY CERTIFICATION FORM

Date: _____

School Name:	
School Address:	
Principal's Name:	
Person completing this form:	
Location of treated materials (Rm.#)	
Type of Liquid used:	
State Fire Marshal # on the liquid	
Description of material:	
Applicator:	
Witness:	

* Copy of this certification form shall be forwarded to the Fire Prevention Bureau.

Certification of Flame Retardancy

The material(s) attached to this certification have been treated and/or tested to be flame retardant.

Tested by: _____ Date: _____

I, _____ certify that only these tested and approved materials shall be used in our display. I also understand that use of non-approved materials shall be cause for closure of my display.

.....

FIRE DRILLS IN SCHOOLS

CCR TITLE 19, 3.13

Listed below are the procedures, which should be followed in case of a fire or other emergency:

The number of fire drills to be conducted during the school year are:

- K - 6th grade (elementary): monthly, while in session
 - 7th - 8th grade (intermediate): monthly, while in session
 - 9th - 12th grade: twice during the school year, while in session
(CCR Title- 19, 3.13)
1. Upon notification of any fire or activation of the fire alarm system, the classroom teachers shall see that the evacuation of the children is done in an orderly fashion to the evacuation area(s).
 2. The instructor shall remove the roll call book and make sure the classroom door(s) and if possible, windows are closed.
 3. Once the evacuation area is reached, the instructor shall call the roll to ensure that everyone is accounted for.
 4. The instructor should not leave the evacuation area until the ALL CLEAR bell is sounded.

It is the responsibility of each school principal to:

1. Post the telephone number of the fire department in the office and/or at the main switchboard.
2. Assign a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills.

3. A plan showing paths of travel to evacuate the room in case of emergency and including an alternate route should be posted in a conspicuous place in each classroom or assembly area.
4. Assign a person the responsibility for removing student and staff emergency cards/records during a fire/drill.

[EXAMPLE]

GENERAL FIRE DRILL RECORD

NAME OF SCHOOL: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ YEAR: _____

FIRE DRILLS

MONTH	DATE	TIME OF DAY	EVACUATION TIME	NO. STUDENTS	PERSON RESPONSIBLE
Jan					
Feb					
March					
April					
May					
June					

RECORDS SHALL BE MAINTAINED ONSITE FOR LICENSING PURPOSES.

[EXAMPLE]

YEAR ROUND FIRE DRILL RECORD

NAME OF SCHOOL: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ YEAR: _____

FIRE DRILLS

MONTH	DATE	TIME OF DAY	EVACUATION TIME	NO. STUDENTS	PERSON RESPONSIBLE
July					
Aug					
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
March					
April					
May					
June					

Fire drills are to be conducted and recorded at least once a month for elementary & intermediate and twice a year for, secondary. All students and staff are required to leave the facility during the drill.

RECORDS SHALL BE MAINTAINED ONSITE FOR LICENSING PURPOSES.

HOUSEKEEPING REQUIREMENTS & CLASSROOM STORAGE

(CCR TITLE 19, 3.19 In pertinent part)

Every building or portion of a building governed by these regulations shall be maintained in a neat orderly manner, free from any condition that would create a fire or life hazard or a condition, which would add to or contribute to the rapid spread of fire. Provisions shall be made for the proper storage and disposal of waste materials and rubbish consistent with the following:

- a. All basements, cellars, floors, closets, attics, and other similar places not open to continuous observation shall be kept free from combustible litter and rubbish at all times. (Note: such storage may be permitted in these areas only when protected by approved automatic extinguishing systems or fire-resistive separations).
- b. All combustible waste material and rubbish shall be stored in approved containers or shall be stored in a manner approved by the enforcing agency (in pertinent part).
- c. Approved self-closing metal containers shall be provided and maintained in all rooms or locations where oily rags, oil waste, paint rags, or similar materials subject to spontaneous ignition are used or are stored temporarily. Such containers shall be emptied daily
- d. No dry vegetation shall be permitted within 20 feet of any building or occupancy subject to these regulations.
- e. Except when permitted by the enforcing agency, boiler rooms, mechanical rooms, transformers, switch gear vaults and electrical panel rooms shall not be used for storage.
- f. Electric motors, filters on heating equipment, and grease hoods shall be checked periodically and kept clean and maintained in a safe operating condition.

USE OF EXTENSION CORDS IN SCHOOLS AND RELATED SCHOOL BUILDINGS

TITLE 24, Chapter 605 CFC

If it is necessary to use extension cords*, they shall meet the following requirements:

SINGLE OUTLETS - an extension cord that only provides electricity for one appliance.

1. No longer than eight (8) feet.
2. No smaller than 16 gauge wire.
3. Shall serve only ONE appliance or fixture.
4. Must have a ground wire.

MULTIPLE OUTLETS - an extension cord that provides electricity for multiple appliances.

ALL MULTIPLE OUTLETS:

1. Must have a built-in circuit breaker or fuse at the receptacle end.
2. Must be Underwriter Laboratories Listed (UL)
3. Must be grounded
4. Maximum amperage that shall pass through extension cord wiring shall not exceed 7 amps for 16 gauge wire and 15 amps for 14 gauge wire. If higher amperages are required, circuit breaker may not be able to handle the load.
5. If the extension cord crosses a traffic area, a traffic pad shall be used.
6. No multi-plug adaptor will be used to change a single outlet to a multiple outlet, except as listed above.
7. Must be maintained in good condition without cuts, splices, deterioration or damage.
8. Shall be plugged directly into an approved receptacle.

**** Extension cords are not to be used as a substitute for permanent wiring.***

9. Shall not be affixed to structures, extended through walls, ceiling, floors, under doors, or under floor coverings, nor be subject to environmental damaging or physical impact.
10. Not run in series.
11. Unplugged at night.

* Electrical panel requirements (CFC 605)

EXTENSION CORDS AND POWER TAPS

CFC Chapter 605.5 states that “Extension cords are permitted only with portable appliances or fixtures while in immediate use.”

DEFINITIONS:

Extension Cord - A flexible cord with one male end and one female end and which does not provide over current protection.

Portable Appliance - A device operated by electricity which is capable of being hand-carried or is easily moved from one place to another during use.

Power Tap - A device which is UL listed and approved that has a male connector on one end of the cord and a housing containing built-in over current protection and one or more receptacles on the other. ***There shall be no modifications of the manufactured devices.***

Stationary appliance - A device operated by electricity which is not affixed to a structure and which is not easily moved from one place to another.

- ***If you have any questions regarding portable appliances, please contact your fire district.***

Before an extension cord can be used with a portable appliance all of the following must be met:

1. Each extension cord shall be plugged directly into an approved receptacle or an approved power tap.
2. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
3. The extension cord is maintained in good condition.
4. The extension cord must be grounded when servicing grounded appliances or fixtures.

SCHOOL CLASSROOM LOFTS AND PLAY HOUSES

Construction Requirements:

All school classroom lofts and play houses shall comply with the following requirements:

1. **PLANS** - Plans to be submitted to The Fire Prevention Bureau and your local Building Department for approval prior to construction.
2. **LOCATION** - Lofts and play houses are to be located so as not to interfere with exiting.
3. **AREA** - The area shall not exceed 5 percent of the classroom and shall not exceed 65 square feet.
4. **WIRING AND LIGHTING**
 - a. No temporary wiring is permitted.
 - b. Lighting is to conform to a CAC Title 24, Part 3.
5. **OCCUPANT LOAD** - The permitted occupancy loads of the loft or play house to be computed on 20 square feet per occupant.
6. **ACCESS**
 - a. Only steps will be acceptable for ingress and egress.
 - b. Rise and run to the steps will be based upon the size of children to occupy the loft or play house.
 - c. Width of stairs to be a minimum of 24 inches.
7. **HEIGHT** - Height of loft or play house to be determined by ceiling height and shall not interfere with the sprinkler system. It is not to exceed 6 feet, from the floor of the loft to the floor of the classroom.
8. **RAILS** - Rails to be provided on side of loft and stairs with maximum opening of 4 inches.

9. FLOOR COVERING AND CUSHIONS - Carpeting, upholstered furniture and pillows are prohibited unless properly treated for fire retardancy. A copy of the certificate shall be forwarded to this office.
10. INSPECTION - The Fire Prevention Bureau is to be notified when construction is completed. An inspection will be made prior to occupancy.

*****The Fire Chief has final authority.*****

GATES

Joint Policy Statement School Exiting and Fencing

It is the desire of these fire districts to provide a uniform interpretation of applicable codes and methods of enforcement as it pertains to fences, gates and exiting at all schools within their jurisdictions.

The resulting uniformity should improve the ability of affected schools and school districts to understand and comply with the requirements within a reasonable length of time.

It is the intent that all non-conforming conditions are made to comply by January 1, 1989 and that approved methods are implemented immediately to reduce the hazard to an acceptable level.

Approved interim methods include locking in the open position all non-complying gates that are required for the safe exiting of persons using the buildings or grounds. A log kept in the school office will record date, time, and event and gate identification. Gates found shut that otherwise should be locked in the open position will be treated as a violation of code and shall be immediately removed.

It is further understood that all changes in exiting and fencing be approved by the authority having jurisdiction. School Districts may contact the State Fire Marshal's Office for an interpretation of these requirements; however, any appeal must be made to the California State Building Standards Commission through their local Fire District.

Applicable Codes State code, Ch 10 CBC

The issue of exiting and fencing at schools is regulated by but not limited to the following sections:

California Building Code 2007 Section 1008

Fences and Gates. School grounds may be fenced in and gates therein equipped with locks, provided safe dispersal areas located not less than 50 feet from the buildings are available for persons between building and fence. Dispersal areas shall be based upon an area of not less than 3 square feet per occupant. Gates shall not be permitted across corridors or passageways leading to such dispersal areas unless they comply with exit requirements. See CBC 1007.6 for exits from dispersal areas.

California Building Code 2007 Section 1007

EXIT is a continuous and unobstructed means of egress to a public way and shall include intervening doors, doorways, corridors, exterior exit balconies, ramps, stairways, smoke proof enclosures, horizontal exits, exit passageways, exit courts and yards.

California Building Code 2007 Section 1001.1

General. This section shall apply to every corridor serving as a required exit for an occupant load of 10 or more except as provided in Subsection (b) for Group R, Divisions 1 and 3 Occupancies. For the purposes of the section, the term “corridor” shall include “exterior exit balconies” and any covered or enclosed exit passageway, including walkways, tunnels and malls. Partitions, rails, counters and similar space dividers not over 5 feet, 9 inches in height above the floor shall not be construed to form corridors. Exit corridors shall be continuous until egress is provided from the building and shall not be interrupted by intervening rooms.

California Building Code 2007 Section 1007

Access to Exits. Exits shall be so arranged that it is possible to go either direction from any point in a corridor to a separate exit, except for dead ends not exceeding 20 feet in length. This subsection shall apply to all occupancies regardless of occupant load.

California Building Code 2007 Section 1008.1.9

Panic Hardware. Exit doors from rooms having an occupant load more than 50 persons and from corridors shall not be provided with a latch or lock unless it is panic hardware.

California Building Code 2007 Section 1008.1.8.3

Type of Lock or Latch. Exit doors shall be able to be opened from the inside without the use of a key or any special knowledge or effort.

If any questions arise concerning the above, please contact the authority having jurisdiction.

REGULATIONS FOR HAUNTED HOUSES

It should be noted that due to the original make-up of each Haunted House maze, requirements may differ slightly for each.

1. Provide the Fire Prevention Office with two (2) sets of the complete floor plan showing the full maze, exiting, sprinkler system and alarm system.
2. Provide the dates and the hours of operation in which the “Haunted House” will be open to the public, who will be in charge overall and during each shift.
3. Provide emergency lighting on a separate or independent circuit above the maze. A responsible adult shall be stationed at the electrical panel whenever the public is present to activate overhead lighting should an emergency occur.

NOTE: Contact the Electrical Department for a permit.

4. The sprinkler, alarm, and exiting requirements are as follows:
 - a. **Amusement Buildings:** An automatic sprinkler system shall be installed in all amusement buildings. The main water flow switch shall be electrically monitored. The sprinkler main cutoff valve shall also be monitored. When the amusement building is temporary, the sprinkler water supply may be of an approved temporary type.
 - b. **Automatic Sprinkler System:** All of the walls used for the maze corridors shall be open at the top unless sprinkler heads are dropped down below the ceiling in the maze corridor. This detail is to be provided on the floor plans submitted. (CFC 907)
 - c. **Amusement Building Alarm System:** CBC Section 610.(a). General. An approved smoke detection system installed in accordance with California Fire Code, Section 907 shall be provided in amusement building.

EXCEPTION: Single station smoke detectors may be used for temporary haunted house setups.

Directional exit sign shall be placed wherever necessary to clearly indicate the direction of egress from any place within the maze.

5. All of the maze walls shall be secured in a safe manner to prevent them from falling and injuring patrons during the tours.
6. Tour guides shall be provided for all tours taken through the “Haunted House Maze.” The tour guide shall be experienced and know all of the locations of the fire extinguishers and emergency exits. Tour guides shall also be trained in the use of fire extinguishers.
7. Provide a certificate stating all decorative materials have been treated and are flame retardant. The certificate shall be retained by the authority having jurisdiction. Decorative materials are materials such as curtains, draperies, streamers, cloth cotton batting, straw, vines, leaves, trees (including Christmas trees), moss netting, and surface coverings applied over the building interior finish for decorative, acoustical, or other effects. Decorative materials are not to obstruct or conceal exit doors, exit lights, sprinkler systems, or portable fire extinguishers, etc.
8. Maintain all exit-ways a minimum of 44” in width.
9. Provide illuminated exit signs at all exit doors.
10. Maintain all exit doors in an open position during the time the public is allowed on the premises, unless exit doors are equipped with approved Panic hardware. A minimum of two (2) exits are required.
11. Provide a minimum 2A:10B:C rated fire extinguisher at all exit doors. Fire extinguishers shall also be located within 50 feet travel distance from any point within the building, and must be accessible. Fire extinguishers shall be mounted on the wall with their tops between 3’ and 5’ from floor level.
12. Provide approved extension cords and fused multi-plug extension cords.

13. All temporary wiring and receptacles in the building to be on a G.F.I, (Ground Fault Interrupter) circuit.
14. Temporary electrical wiring shall be securely fastened to the tops of the walls and shall terminate all splices within covered electrical junction boxes.
15. Provide a telephone (this may be a pay phone). Telephone must be readily available to the public.
16. Provide approved address numbers. Numbers shall be of adequate dimension, (6 inches minimum), and contrast to be clearly visible from the street fronting the property.
17. There shall be no smoking, candles, or open flame devices of any type. Post “NO SMOKING” signs.
18. Provide an Approved Fire Watch: The owner, agent or lessee shall employ one or more qualified persons, as required and approved by the chief, to be on duty at such place and remain on duty during the times such places are open to the public, or when such activity is being conducted. Before each performance or the start of such activity, such individuals shall inspect the required appliances provided to ensure that they are in proper place and in good working order. The individual shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that may occur. Such individuals shall not be required or permitted, while on duty, to perform any other duties than those herein specified.

Final clearance is subject to field inspection and necessary tests and shall be obtained from the Fire Department prior to occupancy. After the final clearance and the establishment is open to the public, random inspections may be performed at any time during business hours.

Call the authority having jurisdiction for final inspection 48 hours prior to opening for the first time.

OUTDOOR CARNIVALS AND FAIRS

This Standard shall serve as a guideline to achieve acceptable levels of fire protection and life safety associated with fairs, carnivals, and like events. The local fire protection district will conduct an inspection to determine compliance with these requirements. In the event that fire and life safety violations are found, the responsible person will be given one opportunity for compliance. Failure to adhere to these requirements will result in closure of the respective operation. It shall be the responsibilities of the promoter to insure vendors are aware of these regulations.

All outdoor carnivals and fairs shall meet the requirements as set forth by the County Office of Planning and Community Development, the County Building Department, the County Department of Environmental Health and local fire authority having jurisdiction.

1. COMPRESSED GAS CYLINDERS

- a. Liquefied petroleum gases shall not exceed ten (10) gallons, water capacity per booth, unless otherwise approved by the local fire district. It shall be located outside the booth.
- b. Acetylene cylinders shall not exceed sixty (60) cubic feet in volume.
- c. Oxygen cylinders shall not exceed eighty (80) cubic feet in volume.
- d. No more than one cylinder of each compressed gas used shall be in any one booth.
- e. All cylinders shall be stored in an upright position and substantially secured (eg chained) to prevent accidental tip-over.
- f. Cylinders not in use shall be capped and secured to prevent tip-over.
- g. All compressed gas cylinders in use shall be equipped with individual regulators with approved hose and appliances.
- h. All propane gas cylinders shall be within current hydrostatic test date, as stamped on the top of the tank (no more than 12 years from date of manufacture or no more than five (5) years from last hydrostatic test).

2. OPEN FLAMES: TORCH, CANDLES, ETC.

- a. Persons having open flames of any kind shall do so in areas not accessible to general public.
- b. Displays having open flame devices must have an approved fire extinguisher.
 1. The fire extinguisher must be UL listed with a rating of not less than 2A:10B:C.
 2. All fire extinguishers shall bear a current California State Fire Marshals service tag and be fully charged.
 3. Fire extinguisher shall be placed in a visible location and easily accessible.

3. COMBUSTIBLE OR FLAMMABLE LIQUIDS

- a. No combustible or flammable liquids shall be heated directly on any heater or cooking appliance. Substances such as candle wax shall be melted in containers set in boiling water (double boiler) to keep the wax from reaching its ignition temperature.
- b. Any booth using combustible or flammable liquids must have a UL listed fire extinguisher with a rating classification of not less than 2A:20B:C.
- c. A “K” Classification fire extinguisher shall be provided where deep-fat fryers are used.
- d. Stands (tents, trailers or similar structures) shall have a minimum of ten (10) feet clearance from the next closest structure and shall not be located within ten (10) feet of amusement rides.
- e. Bar-B-Que cooking shall be conducted only outside structures and placed a minimum of ten (10) feet from any structure, overhang or fabric.
- f. No open flame cooking devices shall be allowed inside combustible portable structures. (Example: plywood, tents, etc.)
- g. Open flame cooking devices allowed inside screen sided structures, maximum number of six (6) burners. Screen used in these structures shall be flame retardant or be of metal construction.
- h. All fire extinguishers shall bear a current California State Fire Marshal Service tag and be fully charged. Every booth which prepares or serves heated food shall be equipped with a minimum size

2A:10B:C fire extinguisher. It shall be currently serviced and tagged, and be placed near the exit of the booth.

- i. Propane fired devices must be approved by Underwriters Laboratories (LTL), or by the American Gas Association (AA).

4. FLAMMABLE DECORATIONS/COVERINGS

- a. No person shall use or display any flammable decorations such as:
Hay, straw (other dry vegetation).
- b. Large dimensions of fabric, or any other hazard, should not be used without first treating said material with a State Fire Marshal approved substance.
- c. All treated material shall have proof of treatment affixed to it in accordance with the State Fire Marshals regulations.
- d. A sample of fabric shall be submitted with flame retardant certificate.
- e. (Contact the authority having jurisdiction for sample size required).

5. ELECTRICAL - Electrical equipment and installations shall comply with the Electrical Code.

- a. Unless otherwise approved by the Local Fire District the maximum wattage light bulb allowed is the size recommended by the manufacturer for the appliance used.
- b. Portable (generators) shall be a minimum of fifty (50) feet from any booth.
- c. Before an extension cord can be used with a portable appliance ALL the following requirements must be met:
 1. Extension cords shall be plugged directly into an approved receptacle.
 2. Extension cords shall serve only one appliance or fixture.
 3. Extension cords shall not exceed 8 feet in length and no smaller than 16 gauge wire.
 4. The current capacity of the cord shall not be less than the rated capacity of the appliance of fixture.
 5. The extension cord is maintained in good repair, without splices, deterioration or damage.

6. The extension cord shall be grounded when serving grounded appliances or fixtures.
7. If an extension cord has to go across a traffic area, then an approved traffic pad shall be used.
8. Approved traffic pad shall be used.
9. Extension cords shall not be connected in series.

6. INTERNAL COMBUSTION POWER SOURCES

- a. Ride equipment fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal business hours. Refueling shall be conducted only when the ride is not in use, with the engine off.
- b. Internal combustion power sources shall be isolated from contact with the public by either by physical guards, fencing or enclosure.
- c. A minimum of one fire extinguisher with a classification rating of not less than 2A:10B:C shall be provided.

7. SEATING

- a. Where chairs and/or tables are used, the arrangement shall be such to provide aisles not less than 36” where obstructions are placed on one side and 44” where obstructions are placed on both sides.
- b. With standard seating, the spacing of chairs shall provide a space of not less than 12” from the back of one chair immediately behind. The rows of chairs shall be spaced not less than 33” back-to-back.
- c. There shall be no more than 14 seats in any rows of seats.
- d. All loose seats, folding chairs or similar seating devices that are not fixed to the floor shall be bonded together in groups of 3 or more.
Exception: When not more than 300 such seats, chairs or devices are provided, bonding is not required.

8. PARKING

- a. All roadways shall remain clear and unobstructed for emergency equipment at all times.
- b. Vehicles shall be parked in designated areas only.
- c. All fire lanes to be identified in a manner acceptable to the authority

- having jurisdiction.
- d. There shall be no parking within 15 feet of a fire hydrant.

9. TENT REQUIREMENTS

- a. Tent structures. Shall bear the California State Fire Marshals approval seal.
- b. Tented structures can be constructed of approved flame retardant fabric. See number four (4) for requirements.

10. FEE SCHEDULE

Many agencies must now charge a fee for their services. Check with each agency involved to determine if a fee is required and how to make payment.

Note: The accumulation of combustible trash in the form of papers, boxes, etc. when stored next to open flame or hot cooking devices present a tremendous fire hazard. Hot oil can ignite other items and can cause serious and/or lethal burns. Use common sense and pay attention! Do not block your exits - always leave a clear and open path to the exit when you are working in a portable structure.

FIRE APPARATUS ACCESS ROADS

Fire lanes shall be a minimum clear width of twenty (20) feet to provide emergency access to within, one hundred and fifty (150) feet of all portions of a building or facility.

Fire lanes shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.

Fire lanes adjacent to a building shall have a minimum of ten (10) feet clear access from the building along their entire length.

Fire lanes provided for aerial ladder/truck rescue operations around building for (4) or more stories in height shall have their clear access portion from a distance of thirty (30) feet for the closet portion of the fire lane to a distance of fifty (50) feet for the most distant portion of the fire lane in respect to the building perimeter walls.

Turns in fire lanes shall have a minimum turning radius of fifty (50) feet outside and twenty-five (25) feet inside. Required turn radius may increase for fire lanes provided for aerial operations.

Fire access lanes in excess of one hundred and fifty (150) feet in length shall have an approved fire equipment turnaround within fifty (50) feet of any dead-end. The shape and dimensions of this required turnaround shall be at a minimum of those required by the authority having jurisdiction.

ACCESS ROADWAY WIDTH

Less than twenty (20) feet
Twenty to twenty-eight feet
Over twenty-eight feet

PARKING RESTRICTIONS ON ROADSIDE

= No parking either side
= Parallel parking one side only
= Parking allowed both sides

Fire Lane Identification Requirements

The following methods of fire lane identification are taken from Section 22300.1 of the California Vehicle Code and one of the three methods presented below must be present when enforcing a fire lane violation:

1. Posting of a sign immediately adjacent to, and visible from the designated place clearly stating in letters not less than one inch in height that the place is a fire lane.
2. By outlining or painting the pavement with red paint and, in contrasting color, marking the pavement with the words “NO PARKING - FIRE LANE” which are clearly visible from a vehicle.
3. By a red curb or red paint on the edge of the roadway upon which is clearly marked the words. “NO PARKING - FIRE LANE”.

Marking Requirements

1. All signs and curb markings are to be installed and maintained by the property owner.
2. “NO PARKING - FIRE LANE” shall be the acceptable terminology on all red curbing and signs in restricted areas.
3. All raised curbs in “NO PARKING - FIRE LANE’ areas shall be painted RED with acceptable red curb paint and lettered with letters of 3” height and 3/4 stroke. Such markings shall be spaced 25 feet center to center or at least once on each short red curb.
4. Signs marking fire lanes are to be installed. Spacing of such signs shall be within three feet of each end of a curbed fire lane and space a maximum of 50’ apart there after.
 - a. In addition, one sign is required for each island adjacent to a fire lane or access road if the road width is twenty feet or less.
 - b. Signs shall face oncoming vehicular traffic or both ways if traffic may come from two different driveways.

ADDENDUM 1

RIGHT TO APPEAL

(Title 19, 2.04, CFC Appendix Chapter 1, Section 108.1, CBC 108.8)

CBC Sec.108.8. For clarification purposes, the applicable subsection of the Health and Safety Code section is repeated.

Sec.18945. Any person adversely affected by any regulation, rules, omission, interpretation, decision or practice of any state agency, except for the State Historical Building Code Board, respecting the administration of a building standard may appeal the issue for resolution to the Building Standards Commission.

If any local agency having authority to enforce a state building standard and any person adversely affected by any regulation, rule omission, interpretation, decision or practice of such agency respecting such building standard both wish to appeal the issue for resolution to the commission, the both parties may appeal to the commission.

Violations:

- a. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the code.
- b. Pursuant to Health and Safety Code Section 13112, any person who violates any order, rule or regulation of the state fire marshal is guilty of a misdemeanor punishable by a fine of nor less that \$50.00 or more than \$200.00, or by imprisonment for nor less than 30 days or more than 180 days, or by both. A person is guilty of a separate offence each day during which he or she commits, continues or permits a

violation of any provision of, or any order, rule or regulation of the State Fire Marshal as contained in this code.

- c. Any personnel of the authority having jurisdiction who exercises his or her authority as a Deputy State Fire Marshal and causes complaints or arrests shall notify the State Fire Marshal immediately following such action.

Fire Chief has Final Approval/Disapproval

ADDENDUM 2

CONSTRUCTION AND REMODEL GUIDELINES

TITLE 19, § 3.28

General: Plans and specifications shall be reviewed and approved by the State Fire Marshal. These approved plans shall bear the stamp of the State Fire Marshall and shall be available at the site of construction for review by the enforcing agency.

Public Schools: Plans and specifications for the construction alteration or addition to any building owned, leased or rented by any public school district shall be submitted to the State Fire Marshal for review and approval.

Exception: Plans and specifications submitted to the Office of the State Architect with prior approval by the State Fire Marshal.

Please note that Title 19, 3.28 does not have any exceptions for small jobs. At the present time, the Area II Office (Sacramento Area Office) will generally let the local Fire/Building Department assume jurisdiction (including plan review) of projects that do not require Division of the State Architect (DSA) structural or access review. The local authority will send a letter requesting review of the project.

There are several areas that require both DSA & local fire approval including:

- ❖ Access & Gates: Original fire department signature required.
- ❖ Hydrant/Fire Flow: see Bulletin 93-2 (contact local authority for information), and memo dated 11-8-93 that further clarifies 2007 California Fire Code, Appendix BB[*SFM*].
- ❖ Alterations to any Protection System including automatic fire alarm systems in lieu of required manual system, in ground gas shutoff- valves, etc., shall submit plans to DSA and local authority.

NOTE: The regulations do not require that DSA get local approval of the above. DSA does this as a courtesy and feels that the local authority has a better perspective of the onsite project.