



Special Event Checklist :

Tents and Air Supported Structures: National Fire Code(NFC) 2.9.1, National Building Code(NBC) 3.1.6

1.Flame Spread rating (NFC 2.9.2.1(1)), (NBC 3.1.6.5).

All tents to meet the CAN/ULC S109, NFPA 701 Test Method 2 is also accepted as a rating in this jurisdiction;
or, may be treated to meet the required standards and must pass the NFPA 705 “match test”.

2. Not within 10 ft of a building (NBC 3.1.6.3(2))

3. Fire extinguisher (NFC 2.1.5.1)

Required in all buildings except dwelling units. All tents are to have an up to date fire extinguisher compliant with NFPA 10. A fire extinguisher is to be mounted at each exit. Additional fire extinguishers may be needed for larger tents as travel distance requires.

**Building defined in code as any structure used or intended for sheltering any use or occupancy.

4. Emergency light (NFC 2.7.3.1(1)), (NBC 3.2.7.3(1))

If the tent is not lit it is assumed that it will not be meant to be occupied after dark therefore this is not applicable. Tents meant for use after dark (having lights installed) would be required to have emergency lighting to meet the required lighting levels.

5. Exit sign (NFC 2.7.3.1(1)), (NBC 3.4.5.1(1))

6. Electrical systems

The electrical system and components are not to be accessible to the public. Cabling run on the ground is to be in a trench or under a protective cover (NBC 3.1.6.7)

7. Air supply for Air Supported Structures:

For air supported structures with an occupant load greater than 200 people will require an automatic emergency generator set to run the blower for at least 4 hours or a supplementary blower powered by an internal combustion engine (NBC 3.1.6.6)

Fencing:

Appropriate number of openings (NBC 3.3.2.11 (1))

Outdoor assembly areas with fencing are to have a minimum of 3 openings up to 3000 people. 4 openings are required for 4000 people. Aisle widths and exits are to be kept clear. If openings are to be gated gates are to be attended. For events over 4000 people exiting will be designed.



Occupant load:

1. Determined by the use, dimensions, and exiting

2. The occupant load is based on the NFC and NBC requirements. The load is determined using three methods based on the area of the venue, type of use, and exiting. The number of people able to occupy the venue is determined by the area per person given by the NBC for the use of the venue, the area per person given by the NFC for the use of the venue, and the number of people able to be served by the exiting. The most restrictive number will be used.

3. Posted for enclosed areas or under tents if over 60 (NFC 2.7.1.4 (1))

An occupant load sign is to be posted and clearly visible in the tent when the occupant load is more than 60 people.

4. Appropriate number and location of exits (NBC 3.4.2.1, 3.4.3)

A minimum of 2 exits required for occupant loads over 60. The aggregate width of exits shall be set at a minimum of 6.1mm per person and conforming to NBC requirements. The distance between exits is a minimum of 9m.

5. Exits signs when required (NBC 3.4.5.1)

Exit signs are required over every exit where the occupant load is more than 150 people.

Food trucks:

1. Equipment to be certified

All equipment used for food preparation on the truck is to be approved by the as per the appropriate standard in this jurisdiction. For example, propane appliances will have a valid green tag, suppression hoods will be inspected and maintained as per NFPA 96, and electrical equipment will be marked in compliance with CSA, ETL, ULc or other accepted approval agency markings. (insert pictures of markings, green tag, etc)

2. Site safety

A visual inspection of the site to confirm proper storage of flammable and hazardous substances, propane tank connections, quantity and safe storage of propane tanks, generator connection and placement, fire extinguishers, protection of cabling, and any other safety concerns around the set up of the food truck.

Fireworks:

Permit requirements to purchase display fireworks, certification requirements, site requirements and handling of fireworks are from the fireworks certification manual and fall under the Explosives act and regulations which is referenced under NFC 5.1.1.3. The permit requirements for consumer fireworks are from our policy. The burn ban restriction is based on our policy and the provincial forestry act (undue fire hazard not permitted during a burn ban). Insurance is HRM policy.

1. Permit



Fireworks other than consumer grade require a permit. The permit application will provide a site plan, list of fireworks to be set off, certification of the display supervisor, and date and location of the display.

2. Clear setbacks as per approved site plan confirmed on site

3. Proper racking

Fireworks and mortars are to be adequately secured to avoid excessive movement or tipping during firing.

4. Crowd control around safe zone

Fencing, security staff, or some other barrier to keep spectators out of the safe zone is required.

5. Firing crew certification

For display fireworks and pyrotechnics the site supervisor must be certified on all types of fireworks being used in the display. For consumer grade fireworks a certification is not required but it is the responsibility for the person firing the display to ensure all safety guidelines are adhered to.

6. No fire ban in place

No fireworks are permitted to be used if a provincial or municipal fire ban is in place.

7. Proper insurance

Insurance documentation should be in the application package.

8. Noise Bylaw

Fireworks are only permitted within the times outlined in the HRM Noise Bylaw unless special permission has been given by council. Permitted days are Canada Day, Natal Day, New Year's Eve, and Recognized Religious Holidays.

Electrical:

1. NSP permit and inspection for installs over 6 outlets

Any installation of more than 6 receptacles will require a NS Power permit and inspection as per NSP bulletin 2009-03. The permit number is to be submitted as part of the event application when applicable. Confirmation of the NS Power approved inspection will be required at time of the site inspection prior to the commencement of the event.

2. Certified electrician

Any electrical installation required to be completed by a licensed electrician under the NS Electrical Installation and Inspection Act

3. General site safety

No apparent electrical hazards such as unprotected wiring or live components noted. Cabling in areas where there will be foot traffic are to be covered to avoid trip hazards and damage to cables.



Food vendors:

1. No open flame under tents, to be a minimum of 1.5m away. (NFC 2.9.3.3(1))
2. Rated equipment
3. All cooking equipment is to be listed to CSA, ETL, ULc, or other accepted approval agency.
4. No fryers under tents (NFC 2.9.3.3(1))

Stages:

1. Fire extinguishers (NFC 2.1.5.1(2))

To be mounted as per NFPA 10 requirement,

2. Rated curtains/backdrops (NFC 2.3.2.1(a))

Materials to be rated to Can/Ulc S109 or NFPA 701

3. Structurally sound (NBC 4.1.1.3(1))

A visual inspection to confirm no apparent structural concerns are evident. For engineered stages the design should be available on site.

4. Electrical installation (NFC 2.4.7.1(1))

No apparent hazards, to be installed by a qualified person. NSP inspections as applicable for larger installations.

Ceremonial Fire:

1. Meet requirements of Bylaw O-109

2. Fires for religious or ceremonial purposes are allowed in the Permit Required Zone, between March 15th and October 15th and shall require a burning permit, subject to any terms and conditions imposed by the Fire Chief.

3. Burning permits required in permit required zones between March 15th and October 15th

Any area serviced by municipal water or sewer is in the permit required area. Burning permits are not required in no permit required zones as outlined in Administrative Order No. 33

4. To be in accordance with Provincial burning regulations and restrictions

Provincial and Municipal burn bans are to be adhered to.

Insurance:

Confirmation of insurance coverage is to be included with the application package



\$2,000,000 coverage required minimum for a special event.

\$5,000,000 coverage required for events involving alcohol

\$5,000,000 coverage for fireworks

**as per the HRM Special Events Guidelines

https://www.halifax.ca/sites/default/files/documents/recreation/programs-activities/SpecialEventsPlanningGuideApril2016_0.pdf

Special Event Liquor License:

1. Approval sent to Alcohol and gaming based on approved plans

The proposed site plan will be reviewed for occupant load and safety of the area. Alcohol and Gaming will be given the occupant load and approval of the plan to move forward with the license ahead of the event. Final approval of the site will be given at time of inspection.

2. Site Inspection

The site inspection will confirm the site is as per the proposed plans. Any variations to the site from the proposed plans will be checked to ensure they are in compliance with the regulations. Upon confirmation the site is acceptable the final approval and occupant load sign will be provided as required.

3. Occupant load for licensed area to be posted if over 60. (NFC 2.7.1.4 (1))

In area where the occupant load exceeds 60 people an occupant load sign is to be posted as per NFC requirements in a clearly visible area.

4. Fencing requirements around the licensed area to be confirmed on site

Fencing requirements will be dictated by Alcohol and Gaming(A&G) as part of their approval of the liquor license. Where fencing or other type of enclosure is required by A&G, the exiting is to meet the exiting requirements for fenced areas. (NBC 3.3.2.11 (1))

Vendors at trade shows:

Food Preparation

1. All cooking equipment shall meet all Canadian certifications and standards for the intended use and shall be used as per manufacturer's instructions.

2. Products capable of producing grease laden vapours shall only be reheated or warmed at the event. The following are approved procedures for reheating or warming:

a. Electric warming lights or electric chaffing dishes (recommended)



- b. Sterno chaffing dishes used in accordance with 2.4.3.3(1) of the National Fire Code (sterno cans shall be secured, protected, and not be placed directly on or close to a combustible surface).
- c. If at the discretion of the AHJ, grease laden vapours are being produced the appliance shall require adequate ventilation or be removed. All deep fat frying including domestic type fryers shall be installed in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Please note that in accordance with NFPA 96 if the equipment is rated to meet the UL 197 standard or ANSI/UL 710B, it may be used without additional ventilation. (NFC 2.6.1.9(2))
3. CGA equipment approved for indoor use shall be installed and used in accordance with manufacturers specifications. No propane tanks larger than 1lb. shall be used or stored inside. (NFC 3.1.1.4(2))
4. All equipment shall be located so as not to place the general public at undue risk from burns or scalds and be attended at all times while in use.
5. All cooking appliances shall be used on a firmly supported, stable, noncombustible surface and adequately spaced from any combustible material.
6. A minimum 5lb. ABC type portable fire extinguisher shall be installed at each demonstration booth where cooking is being done. (NFC 2.1.5.1(5))
7. All cooking vessels shall have an appropriate fitted lid, readily available while in use.

Display Booths

1. Drapes, curtains and decorative materials including textiles and films used shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistance Fabrics and Films" or an acceptable alternative as accepted by the authority having jurisdiction (AHJ) submitted prior to the event. This includes the drapes that separate the booths. All certification labels shall be visible, attached or available on site. If certification is not verifiable, the equipment shall be removed from the site. (NFC 2.3.2.1(1)(a))
2. At no time shall any booth, vendor or display be placed or expanded as to interfere with the required buildings life safety systems. (NFC 3.2.2.3(4))
3. Portable fire extinguishers shall be installed in accordance with NFPA 10, "Standard for Portable Fire Extinguishers. At no time shall a display or booth block access to, or obscure from sight, a required portable fire extinguisher. (NFC 2.1.5.1(1))
4. Electrical installations shall be used and maintained so as not to constitute an undue fire hazard. (NFC 2.2.7.1(1))
 - a. All electrical equipment shall be approved for use in Canada and have the appropriate certification labels attached. Modified or non-approved equipment shall not be used. Accreditation for any third-party testing shall be kept on site with the equipment.
 - b. Portable electrical equipment shall be inspected for fire hazards and any defects shall be corrected before equipment is placed in service.
 - c. Electrical cables on the floor or ground subject to physical damage shall be protected by the use of electrical matting or an acceptable alternative.



- d. A minimum of 1 meter (3 ft.) shall be maintained from electrical panels or any other emergency utility shut off at all times.
 - e. All electrical distribution panels and equipment shall be adequately secured so as not to be easily moved or knocked over.
 - f. Any electrical equipment that does not meet these requirements shall be removed immediately from the site.
- 5.** Vendors are permitted a maximum of 3 lit candles or open flame devices at each display as long as they are inaccessible to the public. Candles or open flame devices shall be enclosed in a non-combustible holder on a non-combustible surface.
- a. These devices shall be located and protected so as to prevent accidental contact of the flame with combustible material.
 - b. A minimum 5lb. ABC type portable fire extinguisher shall be present at each display.

6. Storage of combustible materials shall not create a fire hazard. (NFC 2.4.1.1(1))

Where combustible materials such as bails of hay/straw, woodchips, mulch, bark or other similar materials are to be used as part of the display, proof of flame resistance treatment for combustible materials shall be supplied to and accepted by the AHJ prior to the event.

7. Live Christmas trees shall be placed in a water container of adequate size to supply the tree with sufficient quantities of water to maintain its freshness.

- a. Cut Christmas tree boughs shall not be used for decorative or display purposes, as they are not capable of water absorption causing the boughs to dry out and cause a fire hazard.
- b. Artificial Christmas trees and boughs shall be labeled or otherwise identified by the manufacturer as being flame resistant.(section 29 of the NS Fire Safety Regulations)

8. Motorized vehicles used or stored inside as displays are to have their batteries disconnected and the fuel tank cap locked or sealed for the duration of its stay in the building. All other motorized vehicles not designed to perform work inside the building are to be removed to the exterior of the building after their assigned task. (NFC 2.12.1.8)

9. Displays containing foamed plastics which do not meet flame spread and smoke development restrictions for assembly occupancies, the displays shall be limited to the following:

- a. Maximum area: 4.6 meters sq. (50 sq. ft.)
- b. Minimum distance: 60 meters (197 ft.)
- c. Displays shall not be placed in or near exits or corridors/aisles proving access to an exit.
- d. Ignition sources including but not limited to lighting and electrical shall be placed no closer than 1 meter (3ft.) to displays involving these products.
- e. Maximum duration of these displays is 72 hours.



10. No structure shall be constructed that will interfere with the design operation of the buildings sprinkler system. This includes but is not limited to structures/displays with roofs.

11. Tents used as part of a display shall meet either CAN/ULC S109 or NFPA 701 standards for flame resistance rating (NBC 3.1.6.5(1)). Any tent must maintain safe clearances from any heating equipment or other potential source of ignition, and not interfere with the operation of sprinkler heads(NBC 3.1.6.3).

Exiting and Egress

1. Means of egress and access to exits shall be maintained at all times and be clearly marked visible from all areas. (NFC 2.7.1.6)

2. Every required egress doorway shall be served by an aisle that

a. has a minimum clear width not less than 1100mm (44inches),

b. has access to at least one additional egress doorway, and

c. at every point on the aisle, provides a choice of 2 opposite directions by which to reach an egress doorway.
(NFC 2.7.1.2(2))

3. A subsidiary aisle with only a single direction of travel to an aisle described in sentence 3 is permitted provided it has a minimum clear width not less than 900mm (36 inches) and a length not greater than 7.5m (25 ft.) in a mercantile occupancy. (NFC 2.7.1.2(3))

4. Doors in fire separations shall not be blocked or wedged open. If for the reason of patron traffic, doors are to be held open, provisions shall be made for the closure of the doors during activation of the fire alarm system.

a. this may include installation of approved electronic hold open devices which will release and allow the door to self-close and latch on the activation of the buildings fire alarm system, or

b. by assigning security personnel to each door who will maintain a presence at this door at ALL times, while they are held open. They will be responsible to close the doors immediately on the activation of the building's fire alarm system.

(NFC 2.2.2.4 (2)(4))