



**CHELMSFORD FIRE DEPARTMENT**  
**FIRE PREVENTION OFFICE**

50 Billerica Road – Chelmsford, MA 01824  
(978) 251-4288

*"Smoke Detectors Save Lives"*



# OUTDOOR AND SPECIAL EVENT GUIDE

Revision v2

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*The purpose of this guide is to establish the responsibilities for the event promoters, sponsors, vendors,  
and the Chelmsford Fire Department.*

## 1. EVENT SPONSOR

- 1.1. The Event Sponsor assumes overall responsibility for the set-up and running of the event and shall ensure compliance with the Chelmsford Fire Department Fire and Life Safety guidelines.
- 1.2. The Event Sponsor shall:
  - 1.2.1. Secure proper permits from the Town of Chelmsford (Fire, Health, Building, Police)
  - 1.2.2. Secure any additional permits from the Chelmsford Fire Department Fire Prevention Office. These may include Pyrotechnics, Open Flames, and Tents
  - 1.2.3. Provide a site plan to the Chelmsford Fire Department indicating:
    - 1.2.3.1. *The name of all streets and areas that are included in the event*
    - 1.2.3.2. *The location(s) of Fire Department Access Lanes (20ft. minimum width)*
    - 1.2.3.3. *The location of stages, non-food vendors, food vendors, and display areas*
    - 1.2.3.4. *Location of Emergency Exits*
    - 1.2.3.5. *A list of food vendors with the type of food and cooking method*
  - 1.2.4. Distribute to each Hot Food Vendor, and Mobile Food Truck/Trailer a copy of the requirements for Hot Food Vendors, and Mobile Food Trucks
  - 1.2.5. Provide event radios (if used) with a list of assigned channels.
- 1.3. PARADE FLOATS: All motorized parade floats and towing apparatus in shall be equipped with a 2A:10B:C portable fire extinguisher that is readily accessible to the operator.

## 2. EVENT VENDORS

- 2.1. Event vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event set-up and take down with the Event Sponsor to insure compliance with the Chelmsford Fire Department Fire and Life Safety regulations.
- 2.2. Event vendors shall
  - 2.2.1. Keep Fire Lanes, Fire Department Connections, and building access clear and unobstructed.
  - 2.2.2. Read, sign, and post the Hot Food Vendor requirements in the booth.
  - 2.2.3. Post Chelmsford Fire Department Food Truck/Trailer permit inside vehicle or trailer.
  - 2.2.4. Be prepared, at any time, for a Fire Department Inspection.
  - 2.2.5. Correct any violations prior to opening for business.
  - 2.2.6. Maintain all Chelmsford Fire Department Fire and Life Safety requirements for the duration of the event.

## 3. FIRE DEPARTMENT SPECIAL EVENT STAFF

- 3.1. Chelmsford Fire Department Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to insure compliance.
- 3.2. The Chelmsford Fire Department Inspections shall include, but not be limited to the following:
  - 3.2.1. Hot Food Vendors

3.2.2. Food Trucks/Trailers

3.2.3. Access to hydrants, Fire Department Connections, and Fire Control Rooms

3.2.4. Event Access and Egress

3.2.5. Rides and displays

3.2.6. Generators and Propane tanks

3.2.7. Stages

3.2.8. Non-food vendors

3.2.9. Beer and Wine gardens

3.2.10. Pyrotechnics and open flame effects

3.2.11. Tents, canopies, and temporary structures

3.3. The Chelmsford Fire Department reserves the right to require a Chelmsford Fire Department Life Safety Detail for any event.

#### **4. PYROTECHNICS**

4.1. Pyrotechnics: All pyrotechnic displays are required to be permitted by the Chelmsford Fire Department Fire Prevention Office. A licensed pyrotechnic operator is required for all displays.

4.2. Pyrotechnic displays shall be permitted according to the regulations contained in MGL Ch. 148 and 527 CMR 1 Ch. 65.

4.3. PLANS MUST COMPLY WITH 527 CMR 1 Ch. 65 and NFPA 1123, *Code for Fireworks Display*

#### **5. OPEN FLAME AND SMOKE EFFECTS**

5.1. All open flame, theatrical flame, and smoke effects shall be reviewed by the Chelmsford Fire Department Fire Prevention Office. This shall include, but not be limited to the following:

5.1.1. Fire dancing

5.1.2. Stage props and effects

5.1.3. Fire eating

5.1.4. Magic acts

5.1.5. Smoke machines

5.2. Any open flame shall require a permit from the Fire Prevention Office

#### **6. FIRE DEPARTMENT ACCESS**

6.1. During large events, it is important to maintain access for fire apparatus. This not only includes suppression vehicles (engines and ladders), but medical units as well. To insure a safe event, all fire access requirements shall be enforced at all times.

6.2. Access through the event:

6.2.1. A fire lane no less than 20 feet wide and no lower than 13.5 feet high shall be maintained as designated by the Chelmsford Fire Department.

6.2.2. Fire lane distance in excess of 150 feet, with no exit, shall have provisions for turning the apparatus around. The radius for the turns shall be approved by the Chelmsford Fire Department Fire Prevention Office.

6.3. As required by the Chelmsford Fire Department, signs shall be placed designating Fire Lane/No Parking

6.4. All existing fire lanes shall be enforced

6.5. Access to Buildings:

6.5.1. As required by the Chelmsford Fire Department, access to building openings and walkways shall be provided. The width of the access and walkways shall be determined by the Chelmsford Fire Department Fire Prevention Office.

6.5.1.1. *Please note: The access to buildings may vary due to the building and the venue.*

6.5.2. Access to the following shall not be obstructed:

6.5.2.1. *All exterior doors and openings*

6.5.2.2. *Fire Control Rooms*

6.5.2.3. *Fire Pump Rooms*

6.5.2.4. *Parking structures*

6.5.2.5. *Exterior utility rooms and vaults*

6.6. Access to Water Supplies:

6.6.1. Access to fire hydrants and other water supply connections shall be enforced. Event Promoters, Sponsors, Vendors etc. shall be required to maintain a 15-foot clearance around all fire hydrants. Anyone blocking access to water supplies shall be relocated immediately. All fire code sections pertaining to the blocking of hydrants and connections shall be enforced. The Chelmsford Fire Department reserves the right to make exceptions based on locations of other water supplies and estimated water needs in the event of an emergency.

6.6.2. Access to the following shall not be obstructed:

6.6.2.1. *Fire Hydrants*

6.6.2.2. *Fire Department Connections*

6.6.2.3. *Post Indicator Valves*

6.6.2.4. *OS&Y Valves*

## **7. BLOCK PARTIES**

7.1. This type of event blocks off a street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

7.2. Fire Department Access:

7.2.1. A fire lane of no less than 20 feet wide and no lower than 13.5 feet high shall be maintained as designated by the Chelmsford Fire Department.

7.3. Exit Placement:

7.3.1. Exits shall be placed at both ends of the street closure (exception dead end roads). Cross streets shall also have emergency exit access.

## **8. EVENT EGRESS**

- 8.1. All exits must be clearly marked and kept free from obstructions. When deemed necessary by the Chelmsford Fire Department, exit signs or markings shall be placed. Each exit shall be designated as follows:
- 8.2. Exit signs shall have white background with contrasting red letters
- 8.3. Exit signs shall measure 18x24 inches
- 8.4. Sign lettering shall measure 12 inches in height
- 8.5. Any events constructing temporary fencing must contact the Chelmsford Fire Department Fire Prevention Office with a site plan for instructions at least 2 weeks prior to the event.

## **9. TENTS, CANOPIES, AND TEMPORARY STRUCTURES**

- 9.1. A site plan indicating the locations of all tents, canopies, and temporary structures must be submitted to the Chelmsford Fire Department Fire Prevention Office. Upon review of the site plan, requirements shall be, but not limited to the following:
- 9.2. In cases of tents and canopies, they shall be flame resistant, and documentation shall be provided. Roofs of temporary structures shall be flame resistant or non-combustible.
- 9.3. A fire extinguisher with a minimum rating of 2A:10B:C shall be present
- 9.4. Tents, canopies, and temporary structures shall be located 10 feet from any other structures.
- 9.5. Storage of combustible items in the tent, canopy, or temporary structure shall be limited.
- 9.6. If using portable heaters, location and securing of fuel source must be inspected and approved by the Chelmsford Fire Department Fire Prevention Office.
- 9.7. LP- gas containers shall be located at the exterior edge of the tent, canopy, or temporary structure and secured to prevent tipping, damage, or tampering.
- 9.8. The LP-gas container shall not be secured to the tent, canopy, or temporary structure.
- 9.9. The LP-gas container shut off shall be accessible to operators and firefighters.

## **10. LIFE SAFETY EVALUATION**

- 10.1. Per the Massachusetts Comprehensive Fire Safety Code 527 CMR 1.00:10.14 a written Life Safety Evaluation must be complete prior to any outdoor event.
- 10.2. Requirements for a Life Safety Evaluation:
  - 10.2.1. Name of the events and participants and attendees
  - 10.2.2. Access and egress movement, including crowd density problems
  - 10.2.3. Medical emergency mitigation plan
  - 10.2.4. Fire hazards
  - 10.2.5. Permanent and temporary structural systems
  - 10.2.6. Severe weather conditions
  - 10.2.7. Provisions for earthquakes
  - 10.2.8. Provisions in the case of civil or other disturbances
  - 10.2.9. Hazardous materials incidents within and near the facility

- 10.2.10. Relationships among facility management, event participants, emergency response agencies, and others having a role in the events accommodated in the facility.
- 10.3. The Life Safety Evaluation shall be requested and scheduled 14 days prior to the scheduled event with the Chelmsford Fire Department Fire Prevention Office 978-251-4288.

## **11. FOOD TRUCK/TRAILER REGULATIONS**

- 11.1.1. Inspection Charge \$50/Annual, \$25/Daily
- 11.1.2. Truck/Trailer must be presented for inspection at Chelmsford Fire Department Headquarters
- 11.2. General
  - 11.2.1. Egress points from trailer/truck must be unencumbered
  - 11.2.2. Trucks must have current Mass DOT inspection sticker
  - 11.2.3. Must have appropriate clearances from buildings
  - 11.2.4. All trucks/trailers using fossil fuel burning equipment shall have at minimum one single station carbon monoxide alarm installed. This is a local requirement that must be met for operation in the Town of Chelmsford.
- 11.3. Hood
  - 11.3.1. For applications requiring a Type I hood, must be serviced and inspected within the last six months, or sooner based on level of cooking or recommendation from hood cleaning company.
  - 11.3.2. Free of deposits from grease laden vapors
  - 11.3.3. Suppression system tested within last 6 months
- 11.4. Fire Extinguishers
  - 11.4.1. Minimum 2A-10B:C
  - 11.4.2. Grease laden vapors or if you are cooking with animal or vegetable oils or fats, a Class K extinguisher will be required as well.
  - 11.4.3. All service tags must be present and up to date.
  - 11.4.4. Located near doorway and accessible for use
- 11.5. Generator
  - 11.5.1. Exhaust must be directed at least five feet in any direction away from any openings
  - 11.5.2. Limit of 7 gallons of gasoline.
  - 11.5.3. Fuel tank should be large enough to permit uninterrupted operation. If refueling is required, the unit should be shut down and allowed to cool before refueling.
- 11.6. Deep Fat Fryers
  - 11.6.1. 8" tall steel or tempered glass baffle plate or 16" clearance between fryer and other appliances.
  - 11.6.2. If appliances have been moved since last hood inspection, a reevaluation of the suppression system must be performed.
- 11.7. Propane
  - 11.7.1. Limit of 199 gallons water capacity. Storage permit required from home community.

- 11.7.2. Must be securely mounted to vehicle, and if outside, must have weather protection
- 11.7.3. Tanks must be free of visible damage (rust, dents, etc.)
- 11.7.4. Piping must be free of leaks and pressure tested, and installed in accordance with 527 CMR 1.00:69.3.12.5
- 11.7.5. Hydrostatic test within last 12 years, or if a retest, within the last five years.
- 11.8. If you have any further questions, please contact the Chelmsford Fire Prevention Office directly.

## **12. HOT FOOD VENDOR REQUIREMENTS**

- 12.1. The use of food booths is regulated by the Chelmsford Fire Department. These requirements apply to single vendor, freestanding booths. Cooking within tents is prohibited per advisory from the Office of the Massachusetts State Fire Marshal, May 2, 2016. All food vendors are subject to inspection prior to an event. *Failure to comply with the following regulations may result in closure of the location.*
- 12.2. Flame Retardant Requirements
  - 12.2.1. The sidewalls, drops, and tops of tents and canopies shall be of flame resistant material, with tags intact.
- 12.3. Portable Fire Extinguishers
  - 12.3.1. A portable dry chemical fire extinguisher (minimum 2A10B:C) shall be provided for each food booth.
  - 12.3.2. If a deep fat fryer is being used, a K type portable extinguisher shall also be provided.
  - 12.3.3. Extinguishers shall have a current inspection tag. The extinguisher shall be readily accessible and visible.
- 12.4. Location
  - 12.4.1. Food booths shall have a clearance of at least 20 feet on the publicly accessible side. All other sides shall have clearance of at least 10 feet from any other booths or combustible materials.
- 12.5. Gas Stoves
  - 12.5.1. All gas stoves, BBQ grills, and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).
- 12.6. Deep Fat Fryers
  - 12.6.1. Deep fat fryers shall not be used in food vendor tents.
  - 12.6.2. Deep fat fryers shall be at least 16 inches from the outside wall of the tent. If a fryer is used in vicinity of a BBQ grill, it shall be at least 16 inches away, or be equipped with an 8" tall steel or tempered glass baffle plate.
  - 12.6.3. K Class fire extinguisher required for all deep fat fryers.
- 12.7. Barbecue Grills
  - 12.7.1. BBQ's are not permitted within the food booth.
  - 12.7.2. Fuel for solid fuel grills, including wood and charcoal, shall be kept at least 10 feet away from all cooking appliances.

12.7.3. BBQ grills shall be located at least 10 feet away from a structure.

12.7.4. BBQ grills and other open flame devices, located outside of structures, shall be secured from falling and contact by the public.

12.8. Fuel Tanks

12.8.1. Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall be located away from public access.

12.8.2. The size of the tank shall be limited to 25 pounds, unless proper permit is obtained from the Chelmsford Fire Prevention Office.

12.9. Smoking

12.9.1. Smoking is not allowed at any time within the food booth, or within 25 feet of any fuel source.

12.9.1.1. *For purposes of this policy, e-cigarettes shall be considered smoking.*

12.10. Generators

12.10.1. Generators shall be located a minimum of 20 feet away from tents or canopies. They shall also be isolated from contact with the public by approved means.

12.10.2. Generators should be of sufficient size to allow continuous operation. If a generator is to be refueled, it must be shut down and allowed to cool completely before the addition of fuel.

12.10.3. Flammable and combustible liquid filled equipment shall not be used within tents, canopies, or other temporary membrane structures.

12.10.4. Flammable and combustible liquids shall be stored outside and in approved containers, no less than 50 feet from tents, canopies, or other temporary membrane structures.

12.10.5. Refueling shall only be performed on a generator that is stopped and cooled, and not less than 20 feet from the tent, canopy, or membrane structure. A 2A:10B:C (5 lb.) fire extinguisher shall be available.