



Brian Sturdivant, Fire Chief
Mark Burger, Fire Marshal

CITY OF LANSING
FIRE DEPARTMENT
FIRE MARSHAL OFFICE
120 E. SHIAWASSEE STREET
LANSING MI 48933
(517) 483-4200 | FAX (517) 483-4488



Andy Schor, Mayor

Participants and Vendors,

The Lansing Fire Department would like to welcome you to your event. To ensure the event is held as safely as possible The Lansing Fire Department has compiled a list of Life Safety Codes and requirements to be followed during the event. The following information is a reference guide for Life Safety Codes and requirements to be used by event coordinators, vendors, and exhibitors. Fire Officials reserve the right to evaluate/inspect the event and enforce further Codes not listed that may apply. Failure to adhere to the Life Safety Codes and requirements may result in the termination of your participation in the event, termination of the event, citations, and possible fines. Further information is available from the Lansing Fire Department upon request at (517) 483-4200.

Contents of this document:

- A. General
- B. Electrical
- C. Mobile Food Preparation
- D. Tents and Temporary Membrane Structures
- E. Indoor event requirements
- F. Permits and Fees

A. General requirements:

1. All exhibit spaces, buildings, booths, tents, concessions, food trucks, and vendor spaces may require an approved fire extinguisher with a minimum rating of 2A-10BC (exception: Vendor spaces inside buildings where fire extinguishers are already in place). Spaces requiring fire extinguishers can be found in sections (C) Mobile Food Preparation and (D) Tents and Temporary Membrane Structures.
 - a) Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided means shall be provided to indicate the locations of extinguishers.
 - b) Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
 - c) All fire extinguishers must bear an inspection tag showing the unit was inspected within the past 12 months or a receipt showing purchase of the unit within the last 12 months.
 - d) In addition to an all-purpose 2A-10BC all vendors producing grease laden vapors from cooking methods such as deep frying, open flat top grills, etc., must have an approved class "K" fire extinguisher, either a 6 liter or 2.5-gallon size.
2. Occupant Load: A Fire Department Official will determine the Events Occupant Load.

3. Overcrowding: Admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, upon finding any overcrowding conditions or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.
4. Fire Department Access Lane: Any designated fire lanes must remain clear of any obstructions. Any parking in this area needs to be temporary and an attendant always needs to remain with the vehicle.
5. Aisles and exits shall be maintained clear of obstructions at all times. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress.
6. Open flame devices and Pyrotechnics are prohibited inside exhibit spaces, buildings, booths, tents, and indoor and outdoor assembly areas without a permit.
7. Electrical wiring and equipment shall be in accordance with NFPA 70 National Electrical Code (see bullet C, electrical below).
8. Any compressed gas cylinder used for any purpose shall be securely fastened to a solid object in the upright position.
9. The emergency evacuation plan will be laid out to all vendors through the event personnel. All vendors are to ensure that all emergency access lanes are not interfered with or obstructed.
10. EXIT SIGNS: Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet from the nearest visible exit sign. Exit signs shall be internally or externally illuminated.
11. Public safety plan for gatherings. Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:
 1. Emergency vehicle ingress and egress.
 2. Fire protection.
 3. Emergency egress or escape routes.
 4. Emergency medical services.
 5. Public assembly areas.
 6. The directing of both attendees and vehicles, including the parking of vehicles.
 7. Vendor and food concession distribution.
 8. The need for the presence of law enforcement.
 9. The need for fire and emergency medical services personnel.
 10. The need for a weather monitoring person.

B. Electrical:

1. All extension cords used in exhibit spaces, buildings, booths, tents, vendor areas, mobile food prep vehicles, and assembly areas shall be in good condition, and shall be the approved type with heavy duty three wires, and a three-prong plug. An approved outdoor or indoor/outdoor cord must be used at outdoor events.
2. Multiple outlet power strips in good condition and provided with an internal circuit breaker/reset switch are allowed.
 - a) Multi-plug extension cords and Power Strips shall not be plugged into one another.

- b) Multi-plug and Power Strips will be plugged into an approved receptacle.
- c) Generator operation sound level shall be less than 70 decibels at 15 feet.
- d) Generator fuel WILL NOT BE STORED IN A VEHICLE OR ONSITE unless in an approved fire safe cabinet.
- e) Generator refueling is conducted only during non-operating hours.
- f) Generator exhaust shall not cause a nuisance during event.

C. Mobil Food Preparation:

1. Check that there is a clearance of at least 10 feet away from building, structures, vehicles, and any combustible materials
2. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood. Hoods shall be subject to cleaning and inspection IFC 319.1 and IFC 607.3.
3. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past 12 months OR a receipt of purchase within the last 12 months shall be available for inspection. IFC 901.6, 906.1, 906.3.2, 904.11.5 (cooking), 906.4 ("K"), 906.4.2.
 - a) Vehicles using a liquid or gas fuel source shall have a minimum 2A20BC fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
 - b) Vehicles that have a deep fat fryer shall have a 6L Class "K" rated fire extinguisher
 - c) In all vehicles it is recommended that there be a 2A20BC and a 6L Class "K" type located within or attached to the vehicle. IFC 906.5
4. Vendors shall have a current Health Department Inspection
5. Vendors using liquefied petroleum gasses for operations shall comply with IFC Chapter 61, and NFPA 58-11.
6. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping SHALL NOT BE USED. LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or company that is registered with the US Department of Transportation. Upon satisfactory inspection, the approved inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of the satisfactory inspection. IFC 6103.2.1, IFC 319.10.3, NFPA58-5.9.6.4 and 6.9.6 and NFPA96-B.19.6
7. LPG pressure relief valves shall be located within a safe distance away from any ignition source (open flame or generator) 6104.3 (e2) (i.e., 5 feet)
8. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.