



KAMLOOPS FIRE RESCUE SPECIAL EVENT REQUIREMENTS

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KAMLOOPS FIRE RESCUE SPECIAL EVENT REQUIREMENTS

The types of events that must meet Kamloops Fire Rescue special event requirements include, but are not limited to:

- music concerts or festival
- street festivals, Farmer's market, craft markets
- large running or walking events
- fireworks and pyrotechnic shows
- beer gardens
- temporary patio extensions
- circuses
- auto/rv/industrial vehicle/monster trucks shows
- rodeos
- religious gatherings
- and/or any other special events of public assemblage

Events with one or more of the following conditions will require a special event approval or permit.

- open flames, special effects, pyrotechnics or fireworks display
- blocking/closures of any public streets
- events in parking lots or on any property that may block access to buildings
- tents, canopies or air-supported temporary membrane structure over 60 m² (645 sq.ft.)
- special amusements and fairs.
- temporary occupant loads for enclosed areas or licensed events
- any public assemblage that contains the public in a fenced or restricted area
- outdoor cooking (see "Cooking")



SPECIAL EVENT APPROVAL

The City Community Events Coordinator will work directly with you to determine if your event requires Kamloops Fire Rescue approvals. To receive approval from Kamloops Fire Rescue, you must first submit a Special Event Booking Request form through the City website. Details on how to submit an event request are available on [Kamloops.ca/EventGuidelines](https://www.kamloops.ca/EventGuidelines).

If you do require approval, Kamloops Fire Rescue must receive an information package for review and approval at least 30 days prior to the event.

The information package must include the following:

- detailed event information
- detailed accurate site plan
- Fire and Emergency Safety Plan
- special conditions – provide description and plans where necessary

Modifications to approved plans must be detailed and will require review by Kamloops Fire Rescue prior to utilization of the changed plan.



DEFINITIONS

Assembly Occupancy - The occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink. (AFC 2006)

Canopy - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner other than air or the contents it protects and is open without sidewalls or drops on at least three sides of the structure.

Cooking Appliances - Electric or gas-powered equipment used in the process of preparing food. Examples of cooking appliances include but are not limited to deep-fat fryers, ranges, griddles, broilers, woks, tilting skillets, braising pans, and ovens.

Cooking Booths - Booths where food is prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, and boiling.

Demonstration Cooking - Cooking for the demonstration of cooking products, cooking processes for a specific food or showcasing of specific cooking skills. In all cases, food cannot be for sale.

Flame Retardant - A listed chemical, chemical compound, or mixture which when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

Labeled - Equipment or materials to which has been attached a label, symbol or other identifying mark indicating that it has been manufactured under a certification program administered by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.

Listed - Equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.

Shall - Indicates a mandatory requirement.

Tent - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.

Vendor Booths - Includes all booths other than cooking booths

EMERGENCY ACCESS

Access for emergency vehicles must be maintained throughout the event. This includes any closed streets, parking lots or private accesses to buildings.

Vehicle and emergency vehicle access/egress must be planned in advance for larger events. Please note that many parks have specific access routes and guidelines. A minimum 6 m (20 ft.) emergency access route is required through the event site for larger events.

Note: A special events road right-of-way usage permit is required to close any public street or access and must be applied for in advance of the event date. Large events should be prepared to apply for a permit through the Transportation Division a minimum of 90 days in advance.

SITE PLAN

A site plan shall include the following information with all measurements noted in metric:

- detailed physical layout of the event to include booths, exhibits, tents, canopies, vehicles, tables and chairs and all cooking facilities
- access to exits and exit locations and size of exits
- all fenced or restricted access areas
- requested occupancy
- size and location of stages or other performing areas

Plans must be approved by the Kamloops Fire Rescue prior to any event set-up. Approvals are subject to final inspection by a Fire Inspector.

No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans. Inspections will be conducted according to the approved plan.

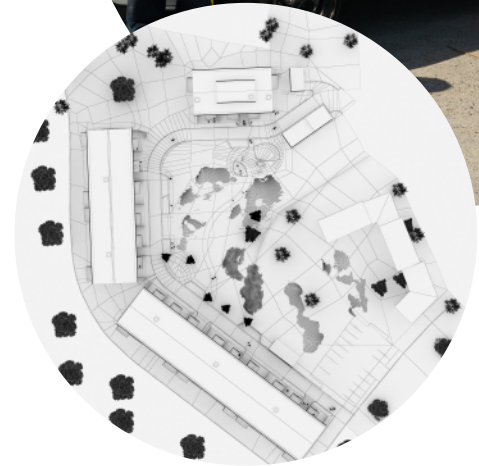
COOKING

APPLIANCES

Cooking or warming appliances may be used with the following provisions:

- Cooking and/or warming appliances shall be listed and labeled for commercial use (not residential) by a recognized testing laboratory (e.g. CSA or ULC).
- Cooking/warming appliances shall be isolated from the public having a minimum of one meter (1 m) separation on all sides, or by providing a sturdy, mounted separation shield between the appliance and the public.
- The surfaces, on which cooking/warming appliances are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
- A mounted 2A-10BC extinguisher.
- A portable "K" class extinguisher (if using or producing grease laden vapors).

Any additional requirements will be determined by the Kamloops Fire Rescue for each event.





COOKING (CONTINUED)

TENTS

Cooking or warming appliances may be used in a tent with the following provisions:

- Tents must be CAN/ULC-S109-M Flame Resistant certified.
- Fire protection shall be provided with any tent utilizing cooking/warming devices which includes a 2A-10BC extinguisher and a lid for smothering
- No "open flame" cooking appliances are permitted in tents.
- Any cooking that may produce grease laden vapours is not permitted to be located inside a tent, unless the requirements of NFPA 96 are met
- If NFPA 96 requirements are not met, appliances shall be located outside of tents and may be protected from weather by a non-combustible cover no larger than 3 sq. meters in total area. These appliances must be placed so that they are a minimum of one meter (1m) from the outside tent wall and protected from public access (fenced or barricaded).
- Microwaves, food warmers and chafing dishes are permitted inside tents.
- Cooking appliances must be placed on a stable base to limit the risk of the appliance tipping.
- A one-meter clearance surrounding the cooking appliance shall be maintained for movement of public and staff.



CANOPIES

Cooking or warming appliances may be used under a canopy with the following provisions:

- Canopies shall be CAN/ULC-S109-M Flame Resistant certified.
- Fire protection shall be provided with any tent utilizing cooking/warming devices which includes a 2A-10BC extinguisher and a lid for smothering
- Canopies shall be cleaned prior to set up.
- A maximum of two cooking appliances that may produce grease laden vapours are permitted per canopy space measuring 3 X 3 meters.
- There shall be a vertical clearance of one meter (1 m) from the cooking appliance to the ceiling.
- Canopies used for cooking shall be a minimum of three meters (3 m) from any other tent, canopy or building.
- The public are not allowed to be under canopies being used for cooking and cooking devices shall be isolated from the public by a minimum one meter from the front of the booth or provide a sturdy, mounted non-combustible separation shield between the device and the public.
- All other provisions in this document are to be adhered to.



FOOD SERVICE VEHICLE

All mobile food vendors must have a City of Kamloops business license and have had an annual Kamloops Fire Rescue inspection.

Any mobile food concessions using propane heating and cooling systems must obtain approval from a City of Kamloops Fire Inspector. Arrangements must be made with Kamloops Fire Rescue at 250-372-5131 to secure an inspection.

To learn more about operating as a mobile food vendor, visit [Kamloops.ca/MobileFoodVending](https://www.kamloops.ca/MobileFoodVending).

TENTS, CANOPIES, STRUCTURES, AND EXHIBIT BOOTH REQUIREMENTS

1. Tents and canopies must be approved for use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
2. Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the structure.
3. All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA listing. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
 - Three wire (grounded) cords shall not be plugged into two wire extension cords
 - Extension cords must be of appropriate gauge for and designed to be used in these locations.
 - There shall be a sufficient clearance from lights or other heat source to any combustible or display materials so to prevent any possible ignition or heat damage (melting).
4. All required "EXIT" signs shall be visible from the area that the exit is serving. Drapes, vehicles or displays shall not obstruct view of "EXIT" signs. Temporary directional "EXIT" signs may be required to clearly indicate the direction of egress.
5. Fire extinguishers and other fire appliances shall be maintained, clearly visible and accessible at all times.
6. The event organizer 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.
7. The number of persons allowed to attend any event, show or exhibit shall not exceed the allowed occupant load of the area.
8. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e., helium tanks). Portable holders will be allowed.

Any additional requirements shall be determined by Kamloops Fire Rescue for each event.

SPECIAL CIRCUMSTANCES

If the following situations and/or circumstances are to occur during an event, then detailed plans of use shall be included in the information package:

- displays and operation/use of any open flame, candles, lamps, torches, cooking, etc.
- use of Liquefied Petroleum Gas (LPG) and/or Liquefied Natural Gas (LNG)
- use, handling, or storage of any pyrotechnic materials or devices
- temporary membrane structures, tents, canopies, or covered exhibit booths
- display of any motorized or non-motorized vehicles

If you require assistance or have any questions related to a Kamloops Fire Rescue inspection for a special event, please contact us at 250-372-5131.

