



Capital City Fire / Rescue - Fire Marshal's Office

820 Glacier Avenue, Juneau Alaska 99801 - Ph.(907) 586-5322 FAX (907) 586-8323

Fire & Life Safety Regulations for Special Events, Tradeshows, and Exhibitions

This handout has been prepared to assist you in successfully setting up your event so it conforms to fire regulations that are enforced by the Fire Marshal's Office.

These are some of the most common fire and life safety issues that you may encounter with your event. This regulation handout is not a complete list of all relevant code requirements; therefore, if you have any questions, please contact the Fire Marshal's Office at (907) 586-5322.

The department is committed to promoting public safety and assisting all parties to provide a level of service that will insure a safe and successful event.

Inspections

Pre-event fire inspections are the responsibility of Centennial Hall and a Fire Marshal with Capital City Fire/Rescue (CCF/R). Inspections may be conducted during the move in and tear down. Spot inspections may also be conducted during the show. Building management shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal or designee.

The exhibition shall not be permitted to open without the approval of the Fire Marshal or his designee.

Special Permits

A fire permit shall be obtained for any open flame devices. This includes grills, BBQ or similar open flame devices operated outside of the building on public property. A fire permit, which requires approval through the Fire Marshal Office, may be obtained through: Juneau Permit Center, (907) 586-3365.

Exits & Aisles

Exit signs shall be visible from any location in the room. If not, temporary signs shall be posted.

Exits and aisles shall be clear of all obstructions at all times. This includes easels, charts, trailer tongues, etc.

Fire Protection Equipment

A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, and alarm pull stations. Clear access shall be maintained to these devices.

Single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 square feet with roofs.

Parking/unloading—No vehicle parking shall be permitted within the Fire Lane. Vehicles parked in the fire lane will be cited.

Combustible Materials

All decorations including but not limited to drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, woodchips and foam core shall be rendered flame retardant to the satisfaction of the Fire Marshal.

The flame retardant document for the decorative material shall be available for review at the exhibitor booth. Note: oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant; and therefore their use is prohibited. Combustible materials which are 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

Combustible materials shall be limited to a one (1) day supply and shall be maintained in an orderly fashion inside the booth.

Temporary Electrical Wiring & Extension Cords

All appliances, cords and devices must be manufactured as a unit at the factory and be UL listed.

All electrical appliances and/or cords shall be inspected prior to use.

Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multi-plug extension cords, serve only one appliance or fixture. No "piggy-backing" cords.

The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.

The extension cord is maintained in good condition without splices, deterioration or damage.

The extension cord is the grounded type when servicing grounded appliances or fixtures.

Electric cords shall not be run under carpet or rugs.

The use of multi-plug adapters and multi-plug extension cords are prohibited, except for UL or FM listed and approved multiple outlet devices with a built-in breaker or fuse.

Open Flame Devices

A fire permit shall be obtained for any open flame devices. A fire permit, which requires approval through the Fire Marshal Office, may be obtained through:

Juneau Permit Center, 155 S. Franklin, Juneau AK 99801 (907) 586-3365.

Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30ft.

Candles may be used when approved by the Fire Marshal. Candles must be securely supported on a substantial noncombustible base so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected.

Cooking and/or warming devices as well as heated products

Cooking, open flame and gas appliances require Fire Marshal approval in advance.

Individual cooking and/or warming devices shall not exceed 288 square inches of surface area (12" x 24").

Non-combustible lids shall be available for immediate use for each cooking or warming device.

The table surface holding the cooking and/or warming devices shall be of noncombustible material.

Combustible materials shall be kept a minimum of two (2) feet away from any cooking and/or warming device.

A minimum of 40:BC or "K" type fire extinguisher (with current service tag) shall be provided within any booth utilizing cooking and/or warming devices.

Tents, Canopies and Membrane Structures

All tents, membrane structures, canopies and their appurtenances are to be **flame retardant** meeting NFPA 701 requirements.

All tents, membrane structures and canopies are to have a permanent affixed label identifying the size and fabric or material type.

(Additional requirements for the use of tents, canopies and membrane structure apply. Please contact the Fire Marshals Office for more information.)

Flammable / Hazardous Materials

Compressed Nonflammable gases which are allowed inside the building shall be secured in an upright position to prevent falling or being knocked over.

Compressed flammable gases are prohibited inside the building. (i.e. acetylene, hydrogen, propane, butane, etc.)

Flammable/combustible liquids are prohibited inside the building (i.e. gasoline, kerosene, cleaning solvents and other petroleum based materials; and any other product labeled "flammable") except those allowed in section below "VEHICLES".

Vehicles (Liquid or Gas Fueled Vehicles. Boats, or other Motorcraft and Equipment)

Vehicles may only be allowed for display purposes.

All fuel tanks shall be essentially emptied. Fuel in fuel tank shall not exceed one-quarter tank or 5 gallons, whichever is least.

All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.

All battery cables shall be disconnected from the battery terminals and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all the exposed metal.

Fueling or defueling is prohibited inside a building.

CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.

It may be necessary to inspect, move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be on site for all vehicles.

**Your cooperation in maintaining safety in the Capital City is appreciated.
Have a successful event.**