

Special Event Guidelines for Schools

Special Event Permits are required in a school prior to;

1. Using a **structure for something other than it was designed for**. Occupancy use not in alignment with the design use.
2. **Modifying or blocking exits or exit access.**
3. **Assembly over 49 people in an area not designed as an assembly use.**
4. **Modifying or obstructing any life safety device.**
5. **Modifying or blocking access to a Safe Refuge area.** (Locked doors or gates)
6. **Carnival's** where temporary mechanical rides will be utilized.
7. **Tents, canopies or inflatable structures placed inside a structure.**
8. **Construction or use of a maze, ghost walks.**
9. Open flames not permanently approved, outside of designed cooking areas, inside a structure or within 10 feet of a structure or brush.
10. **Fire lane alteration or blockage.** (Fire lanes are 20' wide and allow Fire Dept. vehicles to get to within 150' of all sides of all structures)
11. **Pyrotechnic displays.**
12. **Tent or membrane structure** having an area in excess of **400 square feet**. The aggregate area of multiple tents placed side by side without a fire break. Fire break is considered 12 feet. (Example: 5 EZ up tents side by side without 1 of them having a fire break would require a tent permit). **Tents have side walls.**
13. **Canopy or membrane structure** having an area in excess of **700 square feet**. The aggregate area of multiple canopies placed side by side without a fire break. Fire break is considered 12 feet. (Example: 8 EZ up tents side by side without 1 of them having a fire break would require a tent / canopy permit). **Canopies do not have any sidewalls.** (2nd Example: 7 EZ up tents side by side where 1 tent has sidewalls would be considered a tent and would require a permit. It would fall under the previous requirement of 400 square feet.

Special Event Permits are not required for;

- **Generator use** as long as they are; in manufactures guidelines and specifications.
 1. Not accessible by the student body or public (physical guards, fencing or an enclosure shall be provided).
 2. Appropriately sized fire extinguisher for the generator being used, is provided and accessible.
 3. Not operated within 20 feet of tents or membrane structures.
 4. Fuel is stored in an approved container, not within 20 feet of the generator and secured from public access.
 5. No hot fueling is allowed (fueling while generator is running or hot).
- **Electric Cables** shall be in good condition without any damage.
 1. Trip hazards shall be mitigated with cross overs or other devices.

2. Electrical connects shall be protected from wet conditions to prevent shock or electrocution.
- **Cooking outside of a structure** shall be done by a competent adult, acceptable to the school.
 1. All necessary measures shall be taken to keep the student body and public from getting close enough to the cooking flames / cooking surfaces to be affected.
 2. Cooking should not occur in or within 10 feet of a tent, canopy or membrane structure.
 3. A minimum of one 2A10BC fire extinguisher shall be provided within 30 feet from cooking operations.
 4. Where a potential for fires involving combustible cooking media (vegetable or animal oils and fats), provide an additional fire extinguisher with Class K rating within 30 feet from cooking operations.
 5. Propane tanks shall be secured in an upright position while in use, or while in storage.
 - **Food Trucks** are regulated by the Los Angeles County Health Dept. (Health & Safety Code).
 1. Shall not be located in a Fire Lane or within 20 feet of a structure.
 2. Fixed cooking equipment on the truck, shall have overhead fire suppression system installed and certified every 6 months.
 3. A minimum of one 2A10BC fire extinguisher which has been serviced annually.
 4. Where vegetable or animal oils and fats are used for cooking, an additional fire extinguisher with a Class K rating and serviced annually shall be readily available.
 5. Generators which are off loaded and utilized shall adhere to the generator requirements mentioned above.
 6. Food trucks should be spaced 10 feet apart from other food trucks.
 7. Food trucks should have tire chocks, placed in front and rear on one tire.
 - **Tents** or tent grouping, under the permit criteria.
 1. Shall be adequately anchored to withstand unexpected winds / wind gusts.
 2. Use should be discontinued with winds or expected winds are above 30Mph.
 - **Inflatable Bounce** houses / obstacle courses.
 1. Shall not be installed in a fire lane.
 2. Adequately secured to withstand winds or uneven weight distribution.
 3. Manufacture guidelines and specifications shall be adhered too at all times.

This guideline covers the most common events at schools. It was not designed to encompass all potential events held at a school. If your event was not addressed or you have a question about what was listed above. Please call the Santa Clarita Fire Prevention office for clarification. Fire Prevention office **661-286-8821** 23757 Valencia Blvd. Valencia, Ca 91355

