



Huber Heights Fire Division

Special Events Fire Safety Checklist

General

- ✓ Emergency response vehicle access OFC 403.12.4

Tents

- ✓ Permit
- ✓ Sides up
- ✓ 20' Access on one side for fire equipment access,
- ✓ 20' from lot lines, buildings, other tent or membrane structures, parked vehicles or internal combustion engines (measured from support ropes or guy wires) There are exceptions to the distance between tents depending on size review exceptions in OFC 3103.2 and 3103.8.2.
- ✓ Properly anchored
- ✓ Proper exits
- ✓ If enclosed Exit/Egress lighting provided
- ✓ Flame resistant
- ✓ Stake caps for tents, stakes in place.
- ✓ No Smoking signs
- ✓ Extinguishers (next to cooking, generators and tent exits)
- ✓ No combustibile materials (decorations, display, materials, etc.)
- ✓ Exposed flames > 20 ft. from tent. Deep fryers, griddles allowed under tent unoccupied by public
- ✓ Aisle widths for seating (provide diagram indicating seating with aisle dimensions)

Food Trucks

- ✓ Refer to General Fire Safety Checklist for Mobile Food Service Vehicles

Electric

- ✓ Ground fault protected
- ✓ Cords protected from physical damage
- ✓ Not a trip hazard
- ✓ Trailers grounded

Generator

- ✓ Fueled for entire event
- ✓ No refueling hot generator
- ✓ Barrier from public access

LP Gas

- ✓ Tanks stored outside tents and public way
- ✓ Secured from tip over
- ✓ Hydrostatic test date
- ✓ Only black rubber "Approved for LP use" hoses
- ✓ Hoses and fitting checked for proper connection and leaks
- ✓ Shut off provided at tank and at cooking appliance

Charcoal

- ✓ Outside tent or structure on a non-combustible surface
- ✓ Area secured 10' in all directions
- ✓ No lighter fluid inside booth
- ✓ Coals dispensed of in an approved container

Deep Fryer

- ✓ 18" clearance all sides
- ✓ K Class provided in each tent where deep fryer is used