



FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
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HIGH SCHOOL ALL NIGHT GRADUATION PARTIES GUIDELINES

INSIDE:

FLOOR:

- *Floor coverings (sawdust, mulch, bark etc.)
- *Hay bales/corn stalks- allow limited amounts and not near any exits or any ignition sources.
- *Carpet-permitted as long as edges are properly secured/taped.
- *No fuel operated equipment
- *No vehicles

WALLS/CEILINGS:

- *No carpet permitted on walls or ceiling
- *Any combustible coverings and overhangs shall be flame resistant, flame retardant treated or meets the Class II flame-index of 26-75.

COOKING:

- *Shall be done in kitchen on school premises with approved cooking appliances.
- *BBQs shall be located outside (See Fire pits, below)
- *Approved chaffing dishes are permitted provided they are secured in place (in it's own stand) and not near any combustibles.

CRASH ROOMS:

- *Shall be provided with a minimum of a battery operated smoke detector located at the highest portion of the ceiling.
- *Shall be constantly attended by an volunteer.
- *Recommend first aid station shall be located in the same room.
- *No portable heaters shall be used.

ELECTRICAL:

- *Shall be in accordance with Article 85 of the California Fire Code (See attached copy)
- *Provide electrical bridging in areas of general traffic.

FIRE & LIFE SAFETY:

- *All exit doors, exit signs and emergency illumination shall be in working condition and unobstructed.
- *Door hardware shall be panic hardware in the gymnasiums, cafeteria and other buildings or rooms that can assemble 50 or more persons.
- *Door hardware for other rooms or gates shall be openable without any special knowledge or effort. (No padlocks)
- *Fire extinguishers shall be located at all exits. Volunteers should be trained on how to use them (we can demonstrate if need be).
- *Automatic sprinkler systems and the sprinkler head spray pattern shall not be obstructed by decorative materials.
- *Fire alarm systems shall be in working condition and unobstructed.
- *Compressed gas shall be secured to prevent accidental tipping or falling.
- *NO CANDLES OR SMOKING ALLOWED.
- *Any special effects shall be approved prior to usage.
- *Volunteers shall know where the manual fire alarm pulls are located.
- *Volunteers shall know the location(s) of the nearest fire extinguishers.
- *Volunteers shall be provided with a flashlight.
- *Volunteers should have an emergency plan of action. This plan should include evacuation routes, meeting place for evacuees, who will maintain the roll call sheet, who will be in charge of first aid, who will call 911 and who will guide the emergency vehicles/personnel into the scene.

OUTSIDE

SITE:

- *Emergency access shall be provide around the school. (20' fire lanes)

FENCING:

- *Shall be structurally safe
- *Gates to be used as exits (in the event of an emergency) located as designated by the fire department, shall be a minimum of 36" and a maximum of 4'.
- *Minimum of 2 gates shall be provided.
- *Exit gates shall be staffed by volunteers and there shall be a fire extinguisher and flashlight available to them.
- *Exit gates shall be provided with exit signs. Exit signs shall be made with contrasting colors. (this is minimally)

BANNERS/SIGNS:

- *When located above an exit door or path of egress, banners/signs shall be flame resistant or flame retardant treated.
- *When located near a BBQ or a fire pit, banners/signs shall be flame resistant or flame retardant treated. (The distance will depend on wind direction and speed)

TUNNELS:

- *Shall be constructed of plywood or other material inherently fire resistive.
- *Shall be structurally sound.
- *Shall be located outside and away from exits.
- *No foam rubber, peanuts, or other similar petroleum based products.
- *All plastic based materials shall be flame resistant or flame retardant.
- *All combustible decorative materials shall be flame resistant or flame retardant.
- *All electrical shall be approved. Suggest lighting be done with U.L. approved Christmas lights.
- *Depending on the length and size of the tunnel, emergency "crash" doors shall be provided every 15', as well as exit signs and emergency illumination.
- *Tunnels shall be constantly attended at both ends with volunteers having a flash light and access to a fire extinguisher.

FIRE PITS:

- *Shall be no more than 9 square feet.
- *Shall not be conducted within 25' of any structure or overhang.
- *Shall be constantly attended by a volunteer.
- *Provide a charged garden hose or a minimum of 4-A rated fire extinguisher.
- *Provide a minimum grate with 1/2" openings for pits.
- *Firewood, charcoal or pre-fab logs may be used as fuel.
- *No construction debris or cardboard may be burned.
- *Kindling is approved to start fires only.
- *Grates/grills may be required depending on which type of fuel is used.
- *Combustible and/or flammable liquids shall not be allowed.

BBOs:

- *BBOs shall be placed 10' away from buildings, structure or overhangs.
- *Shall be provided with a method of extinguishment (charged garden hose or a minimum 4A rated fire extinguisher)

TERMINOLOGY:

- *Approved: by authority having jurisdiction.
- *Combustible decorative materials: are combustible materials used for decorative effects such as curtains; draperies; streamers; surface coverings applied over building interior finishes for decorative, acoustical or other effect; cloth; cotton batting; paper; plastics; vegetation; hay; split bamboo; straw; vines; leaves; trees; moss; and similar materials used for decorative effect. Combustible decorative materials do not include floor coverings, ordinary window shades, interior finish materials used as surface coverings (not to exceed Class II flame-spread index of 26-75)

*Compressed gasses cylinder: is a pressure vessel designed to hold compressed gases; such as oxygen, helium etc.

*Contrasting colors: use of two different colors that would cause one of the colors make the other stand out. (example: white on black etc.)

*Crash doors: an exit made of a material that can be decorated but thin enough to allow a person to open with small force.

*Emergency plan of action: Informal plan explaining to all volunteers what to do in the event of an emergency. Should include a meeting area for all students in the event of an evacuation, how to evacuate students, how to use the fire extinguisher and fire alarm manual pull, who will call 911 and who will have a roster of the students, etc.

*Fire watch: is responsible person, designated by the authority having jurisdiction, to an additional level of protection when warranted.

*Flame resistant: is material that has been modified in its chemical composition by impregnation, coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source.

*Flame retardant: is an approved 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.

*Fire extinguisher: unless otherwise required shall have a minimum rating of 2A 10B:C and shall bear State Fire Marshal's annual service tag.

*Volunteer: shall mean an adult over the age of 21 years.

SUBMITTAL PROCESS

SUBMITTAL:

*Once the below information is completed, a meeting shall be set up between the fire department and event organizers. The meeting should include any person(s) doing the electrical work, cooking, decorating, and/or special effects as well as the organizers.

*To make better use of this meeting, the completed information should be submitted 10 working days prior to the meeting. This will give us time to do any research on special requests/items etc.

*Contact our office to schedule the appointment. (378-4010)

SPECIAL EVENTS INFORMATION SHEET:

*Fill out this sheet as completely as possible. (See attached)

SITE PLAN:

- *Provide a site plan showing the school complex. Include where the fire department emergency access would be.
- *Site plan should also include any existing fence used around the school buildings and any fencing that is to be used during the event.
- *Show location of any tunnels and their exits.

FLOOR PLANS:

- *Provide a floor plan for rooms to be used during the event. Plans should show tables, chairs, decorative materials used on the floor, and any other "out-of-the-norm" furniture/equipment.
- *Include the locations of the exits, fire extinguishers and manual fire alarm pulls.
- *Provide a floor plan for the enclosed area located outside of buildings or rooms. Include fire pits, BBQs, game booths, etc.
- *provide a floor plan of the tunnel.

INSPECTIONS:

- *Site inspections shall be conducted. At these times, testing of the flame treated material shall be done. Please be prepared to have samples cut from your combustible decorations to do the flame testing. Or provide California State Fire Marshal seal of Fire Retardancy label.
- *Fire Watch-may be required for certain unusual circumstances.

**TOOLS NEEDED FOR INSPECTIONS
to be supplied by the event organizer**

- *Tweezers- allows you to hold materials that are to be flame tested
- *Matches- to do flame tests
- *Scissors- to cut your samples
- *5 gallon bucket with water- should be provided by event organizers
- *Baggies- to retrieve samples of "passed" and "failed" field tested materials