



SOUTH ELGIN & COUNTRYSIDE FIRE PROTECTION DISTRICT

Headquarters Station 21 1090 W. Spring Street, South Elgin, IL 60177 847-741-2141



Special Events, Temporary Cooking, and Mobile Cooking Operation Policy

In the fall of 2016, the South Elgin & Countryside Fire Protection District adopted and amended an ordinance on special events, temporary cooking, and mobile cooking operation. The District realized there was an increase of large group events, the use of temporary and mobile food units, and recognized the need to update this policy. The District is utilizing codes and standards that have already been adopted in the 2015 International Fire Code, and the latest updates to the National Fire Protection Association standards along with some amended codes and standards from other agencies that have proven to work and we feel would assist our District.

As you plan for your event, please notice these new changes and plan accordingly. Doing so will prevent misunderstanding and possible delays to your event. The most noted changes will be to include the requirement of an automatic external defibrillator (AED) as part of your medical needs, and the implantation of Crowd Managers (online course).

Please use the following information to assist you in safely planning your event. If you have any questions, please contact Fire Inspector Arnie Zabran at 847-531-8641.

In the matter of life and property,

Arnie Zabran
Arnie Zabran, Fire Inspector
South Elgin Fire Protection District Fire Prevention Bureau



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1. Policy Statement

The South Elgin & Countryside Fire Protection District provides Fire and EMS protection to many different local and county agencies. During special events and public assemblies, it is the intent of the South Elgin & Countryside Fire Protection District to preserve the safety and welfare of its residents and visitors within the District's boundaries. The South Elgin & Countryside Fire Protection District has developed this Special Event policy to provide these fire and life safety requirements to insure it reaches its goals. This policy does not supersede any other requirements or permitting with other agencies within our Fire District. Exception to this policy- Existing Assembly group A structures with a current occupancy permit, where Fire and Life issues are covered under the codes and standards adopted by the Fire Protection District, and the occupancies are compliant to those codes.

2. Authorization

Where the South Elgin fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the South Elgin fire code official shall have authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:

- Emergency vehicle ingress and egress
- Fire Protection
- Emergency egress or escape routes
- Emergency medical services, to include onsite medical services
- Public assembly area
- The directing of both attendees and vehicles, including the parking of vehicles
- Vendor and food concession distribution
- The need for the presence of law enforcement
- The need for fire and emergency medical services personnel (2015 International Fire Code 403.12.2)

The South Elgin & Countryside Fire Protection District also has the authority to:

- a. Deny the permit if the District determines that the information supplied on the application indicates that the measures taken by the applicant to ensure the public health, safety, and welfare are inadequate.
- b. Deny the permit if the District discovers that any false or misleading information has been submitted within the application.
- c. The District may restrict or deny any permit if the District determines that the proposed attendance exceeds the capacity of the proposed site and /or facility. The District can also charge an additional submittal fee if a corrected application is required (double the initial event review fee).



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- d. A special event may be suspended by the District, or other public safety agencies at their discretion, in the event of severe weather, public emergency, or if there is a reasonable determination that the special event poses a serious threat to the health, welfare or safety of the public. The Fire Protection District is not to be held liable for any financial loss or property damage due to events beyond our control.

3. Definition of Special Event

Any activity on public or private property that is open to the general public that brings together a total of 250 or more people.

- Small event: 250-499 attendance
- Large event: 500 and over

Attendance shall mean the total amount of people expected or estimated for the day of the event.

4. Definition of Mobile or Temporary Cooking

Any cooking facility, apparatus or equipment, being operated on a one-time or interim basis, or for less than 90 days in the same location, other than at a fixed location, building or structure which has been inspected and permitted under another code or ordinance, inclusive of self-propelled trucks and vehicles, trailered units, push carts, equipment located under cover of awning, canopies or pop-up tents, or other structures for which a building permit or occupancy permit has not been issued.

5. Insurance Requirements

The South Elgin & Countryside Fire Protection District shall also be named as additional insured; the minimum coverage liability will be \$1,000,000 per occurrence and \$2,000,000 in aggregate. The insurance certificate is to be submitted with the event packet.

6. Special Events Permit Cost

The cost of special event permit, for purpose of fire and life safety is \$75 for small events and non-profit organizations, large events are \$150. This cost covers plan review fee and initial inspection. Other costs that may include:

- Additional inspections; First: free, re-inspection: \$75, and third re-inspection: \$150
- Fire and EMS personnel standby, pyrotechnics display standby:
 - \$250 per hour for each vehicle
 - \$75 an hour per Firefighter/Paramedic

7. Requirements for Permit (provide the following in a packet)

- South Elgin & Countryside Fire Protection District, Gathering/Special Event Permit form
- Proof of insurance (see #4)



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- Emergency Action Plan (EAP)
- Name of event, location, dates and times, representative info, and emergency notification info
- Severe weather plan
- Fire plan
- Medical Emergency plan
- Security or law enforcement plan
- Emergency vehicle access and site evacuation plan.

Event area site plan must include the following items:

- An outline of the entire event area including the names of all streets or areas that are part of the event and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Other related event components not listed above.

8. Crowd Managers

One (trained) crowd manager must be provided for every 250 attendees (approved class). Some of the duties of crowd manager but not limited to:

- Conduct an inspection of the area of responsibility, identify and address any egress barriers issues.
- Conduct and inspection of the area of responsibility to identify and mitigate any fire hazards.
- Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
- Direct and assist the event attendees in evacuation during an emergency.
- Assist emergency response personnel where requested.
- Any other duties required by fire code official.
- Any other duties as specified in the fire life safety plan.



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9. Fire and Life safety Requirements – Medical and First Aid:

- Small Event (250-499 attendance): 1-2 Trained medical personnel with supplies to perform basic life support (BLS) and have an AED available for use
- Large Event (500 or more): 2-4 Trained medical personnel with supplies to perform basic life support (BLS) and have an AED available for use

The District has the right to require additional medical requirements if special needs arise.

Tents:

1. All tents used for cooking or containing heat generating devices, shall be made of fire-retardant material. Proof of "Certificate of Approval" by accepted testing laboratory may be required.
2. All tents that are non-fire retardant must be 20 feet away from a cooking tent or heat producing equipment.
3. A maximum of 3 side walls on cooking and vending tents shall be allowed.
4. Cooking shall not take place within tents occupied by the public.
5. Tents and canopies are not to be used as a shelter during time of severe weather.
6. Temporary food cooking and serving operations shall not block fire access roads, fire lanes, fire hydrants, or other fire protection devices and equipment.
7. No flammable liquids or highly flammable materials shall be stored within 20 feet of any tents, booths or canopies used for cooking or vending of any food, or enclosures containing heat-generating devices – (exceptions such as an approved 20 lbs. maximum LPG cylinder may be authorized by the Fire District).
8. Inspection of the tent covers fire and life safety. Inspection for proper installation and the structure is covered by the Village/County building department.

*Please note: Tents, temporary stage canopies, and membrane structures shall comply with 2015 International Fire Code Chapter 31. The provisions of section 3103 are applicable only to temporary tents and membrane structures. The provisions of section 3104 are applicable to temporary and permanent tents and membrane structures. Other temporary structures shall comply with the 2015 International Building Code.

Cooking equipment:

1. All interior cooking equipment shall be of an approved type, and open-flame cooking shall be located a minimum of 18 inches from back/side tent materials.
2. All cooking equipment shall be placed on a hard, level, flat flooring (example 3/8" plywood).
3. Camping type stove may be used with propane or butane fuel only, and approved by the Fire Marshal or his representatives.
4. Max amount fuel of inside each tent/booth shall not exceed 20 lbs. cylinder.
5. All compressed gas cylinders shall be secured in an upright position



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6. All spare or empty propane tanks shall be stored outside the tent/booth. Fuel tanks shall be protected from damage and secured in an upright position.
7. The Fire Inspector may require vendors to demonstrate a test of all connections for leaks utilizing a soap water solution.
8. All charcoal cooking will be done outside and 10 feet from any tent or combustible structures.
9. Coals shall be disposed of in a metal container with a metal lid and marked "hot coals only" and be approved by Fire Marshal or his representatives.

Fire Extinguishers:

1. Each food vendor's booth shall be equipped with a fire extinguisher with a minimum rating of 2A: 10B:C, minimum 5lbs.
2. Booths with deep fat fryer equipment cooking shall be equipped with an extinguisher rated for class "K" fires.
3. When wood or charcoal is being used a minimum of one 2A portable fire extinguisher or an approved hose shall be provided
4. Vendor booths that have heat producing equipment (electric or open flame) shall have a minimum rating of 2A:10B: C fire extinguisher, minimum 5lbs.
5. Each generator shall be provided with a fire extinguisher with a minimum 10lbs. ABC rating. The extinguisher shall be located near the generator and accessible at all times.
6. All fire extinguishers shall be serviced and tagged annually by a state-licensed contractor, or show proof of its purchase within 1 year timeline.

Electrical Power:

1. Extension cords shall be of a grounded type, and approved for exterior use.
2. Cords with multiple outlets must have surge or GFI protection.
3. Protect cords from water and wear, according to good electrical use practices.
4. Portable generators shall be positioned so that the exhaust is directed at least 5 ft. in any direction away from any openings or air intake, means of egress, away from any building, mobile or temporary cooking operation.

Mobile Cooking:

1. An approved carbon monoxide detector shall be installed where mobile cooking operations are performed in an enclosed area.
2. When multiple mobile food trucks are located at the same location, there must be a 10-foot separation between each vehicle.
3. When mobile food trucks or trailers are parked, it must be secured to prevent accidental movement with wheel chocks or blocks
4. All mobile trucks and trailer units must comply with codes and standards related to their operations set forth in; NFPA 96 (commercial cooking hood), NFPA 70 (electrical) and NFPA 58 (LP Gas).