



SACRAMENTO STATE

Emergency Management

No Open Flames

Cal-Fire – Fire Safety Checklist

THIS FORM MUST BE COMPLETED AND POSTED IN EACH BOOTH, BARN, EXHIBIT HALLS PRIOR TO EVENT

BOOTH CONSTRUCTION/LOCATION:

- Minimum of 20 feet from any permanent structure.
- All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

ELECTRICAL:

- Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- Electrical equipment and installation shall be inspected and approved by a qualified person.

LIVESTOCK/BARN AREAS:

- No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- No storage of flammable or combustible liquids or machines.
- Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- No parking of any vehicles in any barn or livestock areas.

RV PARKING:

- The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

FOOD SERVICES AREAS:

- No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
- All cylinders must be secured to prevent tipping or falling over.
- Cooking booths must be separated from non-cooking booths by 10 feet.
- All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
Fire Extinguishers:
- Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
- Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
- All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- The fire extinguisher must be mounted or secured so that it will not fall over.
- All fire extinguishers must be visible and accessible.
Deep Fat Fry/Flambé Cooking:
- Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
Wood Barbecue Cooking:
- No wood barbecue cooking inside of booths.
- Only wood barbecue cooking shall be performed in areas away from public access.
- No fuel wood shall be stored inside of booths.
- Metal containers shall be provided for hot coal and ashes.
Charcoal Barbecue Cooking:
- No charcoal barbecue cooking inside of booths or tents.
- Only commercially sold charcoal fuel may be used.
- Charcoal cooking shall be performed only in areas away from public access.
- Charcoal cooking shall be located a minimum of 15 feet from any booth.
- Charcoal cooking is at least 20 feet from any permanent structure.

EXHIBIT HALLS

- No open flame.
Exit
- Illuminated exit sign.
- No blocking or obstruction of exit.
- Doors shall not be locked or chained.
- Aisle width shall be maintained according to approved site plan.
Fire equipment
- No blocking of fire hydrants.
- No blocking of fire extinguishers.
- No blocking of standpipe and fire hose cabinets.
- No blocking of fire sprinkler systems.
- No blocking of manual fire alarm pull stations.
- No blocking of fire alarm audible/visual devices such as horns or strobes.
- No blocking of first aid equipment.
Vehicle Static Display
- Battery terminals disconnected.
- Fuel tank shall be no more than 1/4 filled.
- Locked or taped gas cap.
Decorative Materials
- Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature _____

Host Vendor Exhibitor _____

Title (circle one)

Date _____

State of California

**OFFICE OF THE
STATE FIRE
MARSHAL**



**FIRE & LIFE SAFETY
DIVISION**
Special Events and/or
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EXHIBIT HALLS

- No open flame.

Exiting

- Illuminated exit sign.
- No blocking or obstruction of exit.
- Doors shall not be locked or chained.
- Aisle width shall be maintained according to approved site plan.

Fire equipment

- No blocking of fire hydrants.
- No blocking of fire extinguishers.
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Vehicle Static Display

- Battery terminals disconnected.
- Fuel tank shall be no more than 1/4 filled.
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Decorative Materials

- Shall be inherently flame resistive or treated.

No Open Flames = No Sterno

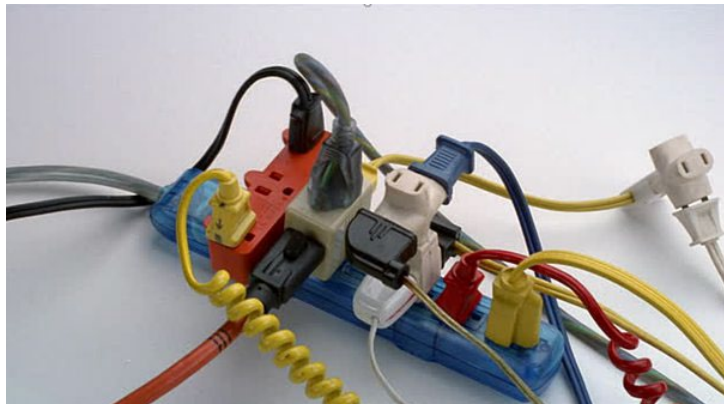


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Electrical Food Heaters



- Do not use chafing dishes with open flames
- Use UL rated electrical appliances
- Use electrical warming trays or electrical chafing dishes
- Use chemical warmers (SpeedHeat)
- Be wary of electrical pull
- Do not daisy chain



Epicure-Aramark



Ready to meet your needs!

Outside Catering

- Tell all outside caterers to use all electrical heaters for hot food
- No Sternos, No Exceptions
- Letter can be provided

Questions?

Contact Janie Mutchler at Xiong@csus.edu

Available on Teams



SACRAMENTO STATE

Emergency Management

To whom this may concern,

Cal-Fire and the Office of the State Fire Marshals have informed California State University, Sacramento that Sterno (chafing dish fuel) are open flames and we must cease use immediately. Office of the State Fire Marshals do not permit the use of open flames on state owned property as noted in [Title 19, CCR subsection 3.25 \(a\)](#).

Health & Safety Code 13108 (c)

The State Fire Marshal shall enforce the regulations adopted by the State Fire Marshal and building standards relating to fire and panic safety published in the California Building Standards Code in all state-owned buildings, specified state-occupied buildings, and state institutions throughout the state.

19 CCR § 3.25

§ 3.25. Open Flame Devices.

(a) Open flame devices shall be prohibited in every Group A, E, I, R-2.1, R-3.1 and R-4 Occupancy.

EXCEPTIONS:

(1) Fuel burning elements of approved appliances shall not be considered as open flame devices.

(2) Upon approval of the enforcing agency, open flame devices may be used under the following conditions.

(A) When necessary for ceremonial or theatrical purposes under such restrictions as may be deemed necessary to avoid danger of ignition of combustible materials or injury to occupants.

(B) In approved and stable candle holders on individual tables of dining establishments.

(b) Under no circumstances shall handheld open flame devices such as exposed candles be permitted for any purpose in any occupancy within the scope of these regulations.

Credits

NOTE: Authority cited: Sections 13108, 13143, 13143.6, 13211 and 18897.3, Health and Safety Code.

Reference: Sections 13100-13146.5, 13210-13216 and 18897-18897.7, Health and Safety Code.

19 CCR § 3.14

§ 3.14. Fire Hazard.

No person, including but not limited to the State and its political subdivisions, operating any occupancy subject to these regulations shall permit any fire hazard, as defined in this article, to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency.

2022 California Fire Code, Title 24, Part 9 308.1.2

Throwing or placing sources of ignition.

A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

2022 California Fire Code, Title 24, Part 9 1.11.2.1.3

Pursuant to Health and Safety Code, Section 13112, any person who violates any order, rule or regulation of the State Fire Marshal is guilty of a misdemeanor punishable by a fine of not less than \$100.00 or more than \$500.00, or by imprisonment for not less than six months, or by both. A person is guilty of a separate offense each day during which he or she commits, continues or permits a violation of any provision of, or any order, rule or regulation of, the State Fire Marshal as contained in this code.

Electrical heaters are a viable replacement of Sterno. These can also be used in conjunction with the chemical warmers. Food safety regulations do not supersede California statutes & regulations put in place to ensure the safety of all & to prevent a fire hazard.

Thank you,

A handwritten signature in black ink that reads "Janie Mutchler". The signature is written in a cursive style with a large, sweeping initial "J".

Janie Mutchler
Emergency Manager
xiong@csus.edu

GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
 - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
 - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
 - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
 - a. Inherently fire resistive and labeled as such; or
 - b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (*empty can and dated sales receipt may serve as proof*).
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall **not** be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall only be used in case of an emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractor's Licensing Board.

Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

Deep Fat Fry/flambé Cooking: Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

**THIS FORM MUST BE COMPLETED AND POST-
ED IN EACH BOOTH, BARN, EXHIBIT HALLS
PRIOR TO EVENT**

BOOTH CONSTRUCTION/LOCATION:

- Minimum of 20 feet from any permanent structure.
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EXHIBIT HALLS

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- Exiting**
- Illuminated exit sign.
 - No blocking or obstruction of exit.
 - Doors shall not be locked or chained.
 - Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- No blocking of fire hydrants.
 - No blocking of fire extinguishers.
 - No blocking of standpipe and fire hose cabinets.
 - No blocking of fire sprinkler systems.
 - No blocking of manual fire alarm pull stations.
 - No blocking of fire alarm audible/visual devices such as horns or strobes.
 - No blocking of first aide equipment.
- Vehicle Static Display**
- Battery terminals disconnected.
 - Fuel tank shall be no more than 1/4 filled.
 - Locked or taped gas cap.
- Decorative Materials**
- Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature

Host Vendor Exhibitor
Title (circle one) Date

State of California

**OFFICE OF THE
STATE FIRE
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**FIRE & LIFE SAFETY
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**Special Events and/or
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