



Southaven Fire Department

Fire Marshal's Office

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Basic Fire Safety Guideline for Fair Exhibitors and Concessionaires

Tents and Canopies

Tents and Canopies must be approved by the Southaven Fire Marshal's Office.

1. A permit is required for tents in excess of 200 square feet and canopies in excess of 400 square feet. Permit applications are to be completed with appropriate certificates or other documentation as required for each permit type. Permit fees will be collected on site at the designated place once the inspection has passed. Once all applicable fees have been collected the permit will be released and must be displayed in a conspicuous place on site.
2. No tent or canopy shall be erected for any purpose without first obtaining approval of the Southaven Fire Marshal's Office. Tents or canopies that are not in compliance with locally adopted code or present life safety hazards shall be removed from the premises immediately.
3. Tents or canopies shall be located so an unobstructed fire break passageway or fire road not less than twelve feet wide and free from guy ropes or other obstructions is maintained on all sides, unless otherwise approved by the Southaven Fire Marshal's Office.
4. Tents and canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be available on site and furnished to the Southaven Fire Marshal's Office upon request.
5. Tents with an occupant load of 10 to 199 shall have a minimum of two 72 inch exits. Tents with an occupant load of 200 to 499 shall have a minimum of three 72 inch exits. The exit openings shall remain open.
6. Exit signs shall be posted above exits when the exit serves an occupant load of 50 or more. The means of egress shall be illuminated at all times the structure is occupied. The required width of exits, aisles, and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet.
7. Before a permit is granted, the owner or agent shall file with the Southaven Fire Marshal's Office a certificate executed by an approved testing laboratory certifying that the tents; canopies; sidewalls; drops; decorative materials; etc. are

composed of materials meeting the performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner to meet the same criteria for the time period specified on the permit.

8. Tents or canopies shall have a permanently affixed label bearing the identification of the size and fabric or material type.
9. An affidavit or affirmation shall be submitted to the Southaven Fire Marshal's Office and a copy retained on the premises on which the tent is located. The affidavit shall attest to the following information relative to the flame propagation performance of the fabric: Names and address of the owners of the tent or canopy; Date the fabric was last treated with flame-retardant solution; Trade name of kind of chemical used in treatment; Name of person or firm treating the material; and Name of testing agency and test standard by which the fabric was tested.
10. Combustible materials such as hay, straw, shavings or similar materials shall not be located within any tent or canopy.
11. Smoking shall not be permitted in tents or canopies. Approved "No Smoking" signs shall be conspicuously posted.
12. Open flames shall not be permitted within 20 feet of tents or canopies. Fireworks are not legal within the City Limits of Southaven and shall not be permitted.
13. Fire extinguishers shall be provided in compliance with NFPA 10 based upon travel distance and area to be protected.
14. Outdoor cooking shall not be allowed within 20 feet of tents and canopies. LP gas containers shall not be allowed within tents and canopies and safety release valves shall be pointed away from them. LP containers shall be located in a secure place where protected from vehicles and tampering.
15. Flammable and combustible liquids shall not be stored within tents and canopies.
16. Refueling must not be performed within 20 feet of tents and canopies. Vehicles must not be located within tents unless fuel is limited to one fourth of tank capacity or 5 gallons and batteries are disconnected.
17. Fuel tank openings shall be locked and sealed.
18. Generators shall be separated from tents and canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
19. Combustible waste shall be kept a minimum of 30 feet from tents and canopies and stored within approved containers until removed from the premises.
20. Where tents are used as a place of assembly there must be one person for every 250 occupants to serve as a fire watch and crowd manager.

Concessions Cooking Producing Grease Laden Vapor

A permit is required for storage and use of LP-gas. A permit is required for flammable and combustible liquids in excess of 10 gallons where prior approval is obtained from the Fire Marshal's Office.

1. Cooking Operations that produce grease laden vapor must have provided a Type I grease hood and the appropriate fire protection system. Appliances located within a structure or vehicle must comply. Open cooking must be done considering proper clearances and provisions for the cooking fuel must be in compliance with the Southaven Fire Code.
2. A "K" class fire extinguisher must be provided where wet chemical fire protection systems are provided. 40 BC dry chemical extinguishers are to be provided where a dry chemical fire protection system has been approved.
3. The owner must provide current inspection documents verifying the fire suppression system has been installed and inspected and is in compliance with the 2006 International Fire Code and referenced NFPA standards.
4. A fire break is required between concession trailers to allow fire apparatus access. The unobstructed distance shall be 12 feet in all directions.
5. Fire extinguishers must display a tag verifying a current inspection by a qualified technician. Fire extinguishers should only be used by persons properly trained to do so.
6. Grease shall be disposed of in a proper manner and shall not be dumped into drains, on the ground, or within trash containers. An approved container must be used located within an approved location.
7. Any vehicle to include trailers that does not comply with requirements of the fire code or is determined to be unsafe shall be removed from the premises. The Southaven Fire Marshal's Office will inspect all concessions and cooking operations.
8. Propane tanks used for cooking shall be properly secured to prevent tampering and protection from vehicles.
9. Generators shall be inspected and fuel containers shall not be allowed other than those attached to the vehicle or equipment. Safety cans must be used for any refueling operations but must not be stored inside or near concession structures or vehicles.
10. Combustible waste material crating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises. Containers with a capacity of exceeding 5.33 cubic feet (40 gallons) shall be provided with lids. Containers and lids shall be constructed of noncombustible materials or approved combustible materials. Fire apparatus access shall be provided for dumpsters. Dumpsters shall not be located within 5 feet of a combustible wall, opening, or roof eave lines.

General Fire Safety for Fair Site

An operational permit is required for fairs and carnivals.

1. An operational permit will be issued after review of the specific information required. An extensive fire safety plan and evacuation plan is necessary to include details for emergency responses and provisions to ensure the event is operated in safe manner. All participants must receive the general guidelines in place for proper contingencies should an emergency situation occur. All hazards must be evaluated and assembly points must be designated.
2. Open flame cooking devices shall not be operated within 10 feet of combustible construction or within 20 feet of tents and canopies where approved by the Fire Marshal's Office.
3. Where smoking areas are designated suitable noncombustible ash trays or Match receivers shall be provided. Lighted matches, cigarettes, cigars or other burning object shall not be discarded in such a manner that could cause ignition of other combustible material.
4. All significant amounts of hazardous materials shall to be stored on site must be disclosed to the Southaven Fire Marshal's Office with Material Safety Data Sheets.
5. Fire apparatus access roadways shall be maintained free from obstructions as approved upon review of the Southaven Fire Marshal's Office. Vehicles and other objects will be removed from the premises. Fire apparatus roadways where fire hydrants are provided shall be a minimum of 24 feet wide.
6. Fire hydrants shall be maintained in a ready condition and shall not be obstructed or tampered with. A ten foot radius is required to allow fire department operations around each hydrant. Where hydrants might not be readily discernible temporary signage might be required. A permit is required where prior approval is obtained to operate fire hydrants.
7. Means of egress shall be calculated based upon number of occupants for each area. The means of egress leading to a public way shall not be obstructed at any time.
8. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by the fire code shall be determined by the Fire Code Official.
9. Any operation or act that is not within the guidelines and limits of that for the permit issued will result in revocation of permits and the owner will be required to leave the premises with all equipment involved with the non-compliant operation. False statements or misrepresentation as to the material facts in the application documents on which the permit or approval was based will cause the revocation of the permit as well.
10. All permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Southaven Fire Marshal's Office.

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