



A publication of Fairfax County, Virginia



Office of the Fire Marshal
Fire Inspections Branch
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CODE COMPLIANCE GUIDELINE

ALL-NIGHT GRADUATION PARTIES

AND AFTER-PROM EVENTS

OVERVIEW

This publication outlines Fire Prevention Code fire safety requirements for all-night graduation and after-prom events held within Fairfax County and the Towns of Clifton, Herndon, and Vienna. The objective of this publication is to provide essential information to event planners and organizers that will promote a safe and successful all-night graduation or after-prom event.

Questions regarding the content of this publication should be directed to the Fire Inspections Branch at 703-246-4849 during regular office hours, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

*** PLEASE REVIEW THIS ENTIRE PUBLICATION BEFORE TAIKING ACTION ***

PUBLIC SAFETY PLAN REQUIRED

Application Required. An application for public safety plan review for each all-night graduation or after-prom event shall be made in writing to the Office of the Fire Marshal by the person in charge of the event (committee chairperson). A public safety plan review application may be obtained by contacting the Fire Inspections Branch at 703-246-4849, extension "0" or online at:

www.fairfaxcounty.gov/fr/prevention/fmpublications/angradappl.pdf

Plan Submittal Required. The following documentation must be submitted along with the completed public safety plan review application to the Office of the Fire Marshal for review and approval at least 30 days prior to the event:

- Two (2) copies of a written emergency plan
- Two (2) copies of a facility layout plan (*legible diagram/floor plan*)
- Copies of any / all documentation certifying that all decorative materials are compliant with Section 807.1 of the Fire Prevention Code and NFPA 701

If the applicant would like an approved copy of the public safety plan returned by mail, each plan submitted must be accompanied with a postage-paid, self-addressed envelope appropriately sized for the materials submitted. Otherwise, the approved applicant copy of the public safety plan must be picked up at the Office of the Fire Marshal (see address below). The applicant will be notified by telephone when the plan is ready. Please include a primary and secondary contact telephone number to ensure timely notification that the plan is ready for pick up.

Submit the application and public safety plan to the following address:

Fairfax Country Fire & Rescue Department
Office of the Fire Marshal
10700 Page Avenue
Fairfax, Virginia 22030
ATTN: ANG/AP Coordinator

APPROVAL & FEES

Approval of an all-night graduation or after-prom event is subject to the results of an event location fire marshal inspection which is automatically scheduled upon approval of the public safety plan. The approved public safety plan must be available at the event location at all times.

Fees are charged for both public safety plan reviews and site inspections. Plan review fees are assessed at \$128 per hour, charged on the quarter hour. Inspection fees are assessed at \$128 per hour, per Inspector charged on the quarter hour. All plan review and inspection fees are invoiced to the person identified as the “responsible party” on the public safety plan review application. Plan review fees must be paid when the approved copy is returned to, or picked up by, the responsible party. Payment of inspections fees is due upon receipt of an invoice.

TEMPORARY TENTS

Temporary tents exceeding 900 square feet shall not be erected, maintained, occupied or used for any purpose without first obtaining a Fire Prevention Code Permit (FPCP) from the Fire Marshal. The code compliance guideline for temporary tents explains the FPCP application procedure, plan submittal requirements, and fees. The code compliance guideline may be obtained by contacting the Fire Inspections Branch at 703-246-4849, extension “0” or online at:

www.fairfaxcounty.gov/fr/prevention/fmpublications/tentguide.pdf

FPCP Description: Temporary Tent, 901+square feet (180-day permit)
FPCP Type: F3TENT
FPCP Fee: \$125

Inspection of Temporary Tents Required Prior to Occupancy. A fire marshal inspection is required prior to occupancy of a temporary tent and is typically conducted when the temporary tent is first erected to ensure structure is in compliance with the Fire Prevention Code. An additional inspection may be required at a later time if the tent is erected prior to the day of the all-night graduation or after-prom event. Tent inspections must be scheduled by the party responsible for erecting the tent by calling 703-246-4849 during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m.

LIQUEFIED PETROLEUM GAS (LPG)

A one-time Fire Prevention Code Permit (FPCP) is required when liquefied petroleum gas (i.e., propane or LPG) is used for cooking, grilling, or to fuel approved tent heaters. The following FPCP information must be recorded on an FPCP application which is available online at:

www.fairfaxcounty.gov/fr/prevention/fmpublications/frd_069.pdf

FPCP Description: LPG, Temporary Storage, Use & Handling - Any Amount
FPCP Type: F3LP5
FPCP Fee: \$65

Important Notice about LPG Cylinders. Liquefied petroleum gas cylinders shall be recertified at a minimum of every 12 years and the date stamped on the protective collar or shall be in compliance with NFPA 58 *Liquefied Petroleum Gas Code* 2001 edition.

In addition to submitting a public safety plan review application, a separate FPCP application is required for the use of a temporary tent and/or use of liquefied petroleum gas at any all-night graduation or after-prom event. For detailed information about FPCP requirements, A complete list of FPCP requirements and FPCP applications are available online at:

www.fairfaxcounty.gov/fr/prevention/fmpublications/fpcp_codelist.pdf

WRITTEN EMERGENCY PLAN & FACILITY LAYOUT PLAN**Written emergency plan shall include:**

1. Complete contact information for the event Committee Chairperson and all alternate contacts in case the primary contact cannot be reached. The information should include cell phone numbers and e-mail addresses.
2. The date and time of the event, name of the school having or sponsoring the event, the name and address of the event facility, and the approximate completion time for set-up on the day of the event.
3. The approximate number of attendees and parents/facility staff.
4. Evacuation and accountability procedures for all attendees in the event of an emergency.
5. Procedure for reporting a fire or other emergency.
6. Means of communication available to summon help if needed.
7. A plan to immediately stop any music, all audio-visual special effects, and to turn on the lights in the event of fire alarm activation or any emergency.

Key points to consider when formulating your written emergency plan:

- ⇒ Ensure that all adult attendants of the event are trained in the duties to be performed in case of fire, panic, or other emergency including the operation of portable fire extinguishers, sounding or activating the fire alarm, calling 911, and evacuation of attendees.
- ⇒ Emergency procedures and evacuation plans should be reviewed and discussed with all facility and event staff to identify the procedures and actions to be taken in the case of fire, power outages or other emergencies requiring immediate action.
- ⇒ A minimum of one adult shall supervise each activity area and shall perform appropriate duties in case of fire, panic or other emergency while the event is in progress. Each attendant shall have a working flashlight.

Facility layout plan shall be in the form of a legible diagram shall and include:

1. Locations of all exits and exit stairways (clearly marked).
2. Locations of corridors, pathways and aisles leading to all exits (clearly marked).
3. Primary and secondary evacuation routes (clearly distinguishable).
4. Evacuation staging area(s) (clearly marked).
5. All planned activity areas (brief description).
6. Location of food warming areas (open-flame warming devices are permitted upon approval; request Information).
7. Location of significant decorative displays.
8. Location of all approved fire extinguishers (clearly marked).
9. Location(s) of portable power equipment utilized for the event such as a generator.

Important Notices About Portable Generators:

- Portable generators shall not block any means of egress and shall be a minimum of 20 feet away from the building and have an approved fire extinguisher in close proximity.
- The use of an electrical generator 6500 watts or greater requires an electrical permit and inspection. Contact the Department of Public Works and Environmental Services (DPWES) at 703-324-1559 for information about electrical permits and required inspections.
- For safety information related to the hazards of portable generators, visit the U.S. Fire Administration online at www.usfa.dhs.gov/citizens/co/generator.shtm.

FIRE SAFETY REQUIREMENTS

Fire Protection Systems & Equipment

Fire protection system equipment and warning devices such as fire alarm panel(s), fire sprinkler heads, fire department hose connections, pull stations, audible and visual alarm devices (horns and strobes), exit signs, emergency lighting, and fire extinguishers shall not be obstructed from view or operation by any decorative material, displays, or storage.

Emergency Vehicle Access

1. Emergency vehicle access to the building or event facility shall be maintained at all times.
2. If the facility has designated and approved fire lanes, it shall be unlawful to park or obstruct such designated fire lanes.
3. When planning for parking, advise all attendees to observe fire lane regulations to avoid getting a ticket and/or having their vehicle(s) towed.
4. Parking is prohibited within 15' feet of a fire hydrant.
5. Identify the best locations for ambulance access to building entry doorways to help expedite emergency medical service when needed.
6. **FIRE LANES SHALL NOT BE BLOCKED.**

Exits & Evacuation Routes

1. Decorations or other objects shall NOT be placed in any way that would obstruct any exit.
2. Required exits shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency.
3. Exit doors shall be readily operable from the egress side (inside) without the use of a key or special knowledge or effort.
4. Exits, exit stairwells, and exit corridors are to remain free of obstructions, combustible materials, tables and chairs, displays, decorations of any kind, storage and/or persons, and shall be accessible at all times for egress.
5. All exit signs shall be illuminated and visible.
6. Emergency lighting shall be operational.
7. **LOCKED OR CHAINED EXIT DOORS ARE STRICTLY PROHIBITED.**

Special Effects

1. Vapor or smoke producing effects, such as smoke machines and dry ice, are not permitted due to the possibility of fire alarm activation, obscuring of exits and exit signs, and the possibility of increased panic in an emergency.
2. In the event of fire alarm activation or any emergency a plan shall be in place to immediately stop any music and all audio-visual special effects and the lights shall be turned on.
3. Fireworks, pyrotechnics and flame-effects are prohibited inside or outside the structure.

Open-Flame & Smoking

1. Open-flames such as candles and lanterns shall be prohibited inside the structure.
2. Self-contained open-flame devices may only be used outside of the building with approval.
3. Smoking shall only be permitted in approved designated smoking areas.
4. Sterno type warming devices are permitted subject to prior approval, to request information please contact the ANG/AP Coordinator at 703-246-4849 x "0"

Cooking Safety

1. Outdoor grilling shall be located no closer than 15 feet from the structure, be located away from all exit discharge doors/areas, and a fire extinguisher shall be provided at all outdoor cooking areas
2. When used, propane cylinders shall have a current test date (within 12 years) stamped on protective collar.
3. Where provided and utilized, all commercial cooking facilities shall be maintained and operated in accordance with the Fire Prevention Code.

Electrical Safety

1. All light strings, lighting decorations, and electrical appliances shall be listed by a recognized testing laboratory such as Underwriters Laboratory (UL) and shall be used according to manufacturer's instructions.
2. Listed lighting decorations may be used as long as contact is not made with any combustible material.
3. Lights with loose sockets, frayed or bare wires, and lights that produce excessive heat or other dangerous conditions shall be prohibited.
4. Extension cords must be of the heavy duty type, shall not be plugged together to make longer cords, and shall not be overloaded.
5. Extension cords with excessive physical damage and/or frayed or bare wires shall be prohibited.
6. Extension cords shall not be extended through walls or ceilings, or under floor coverings.
7. Extension cords shall be located and secured to prevent creating a tripping hazard.
8. The use of unapproved electrical wiring such as "zip cord" in the arrangement or application of temporary theatrical style lighting shall be prohibited.

Decoration & Decorative Materials

1. No decorations shall be hung from any fire rated ceiling including but not limited to fire protection devices (sprinkler heads, emergency lighting, and fire alarming equipment).
2. Cornstalks, hay bales, stacks of newspapers or similar combustible materials are prohibited.
3. Artificial decorative vegetation shall be flame-resistant or flame-retardant.
4. Decorative materials shall be noncombustible or certified as flame-resistant.
5. Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire code official upon request.
6. Save the wrappings/original packaging for all decorations as proof of compliance with NFPA 701.

Fairfax County is committed to a policy of non-discrimination in all county programs, services, and activities. Upon request, the Office of the Fire Marshal can provide documents and publications in alternative formats and in different languages. Please call 703-246-4753 (TTY: 711 or 1-800-828-1120) or write us at the following address: Office of the Fire Marshal, 10700 Page Avenue, Fairfax, VA 22030. Allow at least seven to ten working days for preparation of material.