

**Special Events and Fire Safety:  
A Guide for Planning Events at Jeffco Public Schools  
Facilities  
(for school-sponsored events and third-party users)**

**JPS Risk Management Department  
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# Introduction

Jeffco Public Schools (JPS) and local fire departments wrote this guide for the safety of people who visit our schools for after-school events. Using it should help prevent fires, make sure fire protection systems work, and make sure people can get out of the building quickly and safely.

This guide follows the fire codes that all citizens must to follow. It also follows JPS and State rules. It explains things to think about when planning an after-school event, such as:

- getting approvals for High Risk Activities,
- what to do when moving rooms around or decorating,
- choosing safe materials for decorating, and
- describing JPS and fire department rules.

How to use this guide

Use the checklist on the next page to compare to what you are planning for your event. The results will lead you to sections of the guide that will help you plan a safe event.

## Event Planning Checklist (compliance requirements are in the referenced sections of this Guideline)

- How many persons will be attending? \_\_\_\_\_ (go to Section I.A., page 5)
- Check all that apply to your event:
- Is the event one of, or similar to, the following? This guide applies to you!:
- Dances, Proms, After-Proms
  - Concerts, drama and other performances, continuations, Honor Society events
  - Fairs, Festivals
  - Science Fairs, Craft Fairs
  - Events involving open flames or pyrotechnics, inside or outside the building (including bonfires) (go to Section VI., page 12)
  - School registrations, Board Meetings, Back-to-School Nights, large community meetings
  - Athletic events/rallies
  - Church services using school buildings
  - Other, similar event \_\_\_\_\_
- Will any of the following occur? This guide applies to you!:
- Will there be people attending who are not in the building every school day? (go to Section III.B., page 8)
  - Will furniture or other items be moved around to set up the event? Will items be added that are not part of the everyday layout? (go to Section III.A., page 7)
  - Will there be decorations? (go to Section IV., page 9)
  - Are special effects (fog machines, dry ice, pyrotechnics) a part of the event? (go to Section V., page 11)
  - Will there be activities that meet the District's definition of "high risk?" (go to Section III, C., page 8, Section V.C. (page 11), Section VI.A., page 11)
  - Will you be cooking/serving food? (go to Section VIII., page 16)
  - Does the event/supporting equipment require electrical power, including use of extension cords? Is there a need to attach anything to building structural supports? (go to Section III.D., page 8, Section VIII.B., page 16)
- Have you booked the room with the school? (go to Section II.A., page 5)
- Have you completed and returned the contract for building use (3rd party users only) (go to Section II.B., page 5)
- Check all that apply to your event, **requiring you to contact the local fire department, District Safety and Security, and/or Facilities Maintenance at least four (4) weeks in advance** (go to Section II.C., page 6 and Section VII., page 15):
- A **non-athletic event** that is **indoors** and has **150 people or more**,
  - An **athletic event** where the number of tickets sold **meets the occupancy limit** of the room,
  - Any event** that is expected to have attendance of **1,000 persons or more** and therefore requires Crowd Managers,
  - An **athletic event** that is a **school rivalry** OR a **playoff game**.
  - An event involving a **late night** (After-Prom, for instance) or **overnight stay** in the school, no matter how many people are attending.
  - An event that may have a **chance of conflict**, no matter how many people are attending.
  - An event involving flame, fire, smoke/mist, or pyrotechnics. (go to Sections V., page 11 or VI., page 12)
- Before contacting the fire department, have you prepared the following information to address their questions? (Section II.D., page 6):
- The type of event
  - The date, time and room location of the event
  - How many people are expected to be at the school
  - The activities that will be happening during the event.
  - A map of the area to be used in the school for the event, showing where activities will happen (including ticket-taking and food concessions, etc.)
  - Let them know if and where you plan to decorate, and what materials you are thinking of using.
  - An emergency evacuation plan
- Based on your meeting with the fire department:
- Is there a permit required by the Fire Department for planned activities/the event? (go to Section II.C., page 6, Section V., page 11, Appendix D, Section VI.B., page 12)
  - Will the event require a fire watch? (go to Section III.E., page 9)
    - If the fire watch is school/event personnel, have they received training from the Fire Department? (go to Section III.E., page 9)
  - Have you planned for traffic control, crowd control, and emergency access for the event? (go to Section VII, p.15)

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## I. Types of Events

Schools are used for many activities beyond education. Inviting crowds of people to the school, changing a room's layout or bringing in new things, and decorating can create hazards. The list of activities below presents examples of events where this can occur. These activities, and others like them, require following the rules in this booklet.

- A. Dances, Proms, After-Proms
- B. Concerts, drama and other performances, continuations
- C. Honor Society events, Fairs, Festivals
- D. Science Fairs, Craft Fairs
- E. Events involving open flames or pyrotechnics, inside or outside the building (includes bonfires)
- F. School registrations, Board Meetings, Back-to-School Nights, large community meetings
- G. Athletic events/rallies
- H. Church services using school buildings

If your event is not listed above, but you can answer “yes” to any of the questions below, some of the rules in this booklet apply to your event. There is a checklist on page 3 that will quickly help you decide what elements of your event must meet the rules in this booklet.

- A. Will the number of people in the room at one time be greater than what the room can safely hold? [***We are planning on \_\_\_\_\_ people.*** Compare this to the “OCCUPANCY LIMIT” sign at the entrance of the gym/auditorium/cafeteria. ***Also estimate the number of persons that will be in the nearby hallways/ foyers that you will use: \_\_\_\_\_.***]
- B. Will there be people attending who are not in the building every school day?
- C. Will furniture or other items be moved around to set up the event? Will the normal path taken to any EXIT door be changed as a result?
- D. Will items be added that are not part of the everyday layout?
- E. Will decorations be added to the room?
- F. Are special effects to be part of the event?
- G. Will you be cooking/serving food?

## II. Booking the School and Informing the Local Fire Department

- A. At least 30 days before the date of the event, book the room at the school by using the school district's Building Use website or contacting the school directly. Complete the contract paperwork that the school district will send to you.
- B. The school will add the event to the school district's scheduling program. This reserves the room for you. It also helps the Fire Department and safety-sensitive school district departments (Maintenance, Security, and Risk Management) see your event and call the contact person with questions.

- i. This is important because Safety and Security and Facilities Maintenance rely on this information for safety (patrolling, plowing snow, etc.).
  - ii. Hallways are not set up to be booked in the scheduling program. Also, ***they may only be used with the prior approval of the school district and local Fire Department***, for the following reasons:
    - 1. Hallways are not assembly areas and are not intended to have lots of people standing or sitting in them socially for long periods of time.
    - 2. Adding seating, tables, etc. could block exit doors and create hazards if people need to leave quickly.
    - 3. Not much decoration can be added to the walls if regular school decoration is present. Fire Departments do not allow much decoration of halls to begin with.
- C. After booking your event with the school, the next phone calls that you must make is to the Fire Department (see Appendix A of this booklet for a list of schools and their Fire Departments) AND the school district's Safety and Security department (303-232-8688). **This must happen right after you book the room.** These groups want to hear from you if:
- i. The event is **indoors**, AND
  - ii. the event has **150 people or more**, **UNLESS** it is an **athletic event**, **IN WHICH CASE**
  - iii. when the number of event tickets sold **meets the occupancy limit** of the room **AND/OR** it is a **school rivalry OR a playoff game**.
  - iv. **Any event with an expected attendance of 1,000 or more persons, triggering the need for crowd managers.**
  - v. Any event involving a **late night** (After-Prom, for instance) or an **overnight stay** in the school, no matter how many people are attending.
  - vi. Lastly, if the event may have a **chance of conflict**, no matter how many people are attending.
- Making these calls immediately will help you to make safe choices that will improve pre-event inspections by the Fire Department.
- D. After-Prom (or similar) events require a High Risk Events/Activities Approval Recommendation form (Appendix C) and shall follow the requirements of the District's Life Safety documents (Appendix B) , which interpret fire code for the school environment. There may be additional advisement from Risk Management, Facilities, or the Fire Department, depending on the planned activities and decoration.
- i. Attach the information requested in II.E. of this section to the high risk request when submitting it for district review.
- E. When you call the Fire Department, you should have the following information ready to share with them, even if your plans are not finalized:

- i. The type of event
- ii. The date, time and room location of the event
- iii. How many people are expected to be at the school
- iv. The number of crowd managers that are being planned for, at a ratio of 1:250 attendees.
- v. The activities that will be happening during the event.
- vi. A map of the area(s) to be used in the school for the event, showing where activities will happen (including ticket-taking and food concessions, etc.)
- vii. Decoration plans and locations, as well as the materials to be used.
- viii. Electrically-powered additions to the environment, including use of decorative lighting, power for amusements, food etc.
- ix. Use and placement of any generators to be used.
- x. An evacuation plan for the event, meeting the requirements of section VII. of this document.

F. More things that you should know:

- i. Fire Department permits for your activities may be required. This will be determined by the Fire Department.
- ii. If the Fire Department provides emergency vehicles because of the hazards of your event, they may need to keep them in service (i.e., the vehicle may have to leave to respond to an incident) during the time they are at your event. If the vehicles cannot leave the school during your event, they may need to charge a fee to your event for that time.

### III. As You Start Planning

This part of the guide asks you think about things that ensure fire safety: the layout, the visitors, the activities, and what power or set up is required from the building, the school district, and Fire Department personnel. To help describe some of these issues, there are presentations with pictures to illustrate what is safe for schools. Links to these documents are available in Appendix B.

A. Changing the original layout of the space for the event

- i. If you need to rearrange what's there or add new furniture and/or objects, items need to be placed so they don't block an exit door or path to it.
  1. The full width of a door must be kept clear on the inside and outside.
  2. A path must be clear approaching the door from the inside and outside that is at least as wide as the door.
  3. The door cannot be blocked or barred from being able to be opened.
  4. The Fire Department must approve these plans and inspect the changes.

- ii. Do not cover or block doors – specifically emergency exits - or exit lighting with decorations or other items.
- iii. Storage of the items removed from the room must be in areas that visitors cannot get into. They cannot be piled in the hall or other areas right outside the event area, this may make them egress hazards.
- iv. Outside of the building, fire lanes and doors around the entire building shall not have vehicles, equipment, or activities present so as to block doors or reduce lane width or accessibility. Any vehicle, etc. found in the fire lane should be removed.

#### B. Preparing for your visitors

- i. If visitors do not know the school, having very visible exits is important.
- ii. Think about the age of your visitors. Are they young children, mostly parents, or other groups? Given this, what needs may arise?
- iii. What will they be wearing or bringing with them? For instance, if it is a Trick or Treat Street event, visitors may be in costumes. Costumes may limit their vision, make it hard for them to move, or for others to move around them. This becomes important during an evacuation. Wider pathways and aisles may be necessary.

#### C. High Risk Activities

- i. Your event may have some activities planned that have a higher level of risk. They need some special planning to prevent an injury or accident.
- ii. Consult the High Risk Activities form in Appendix C to see if your activity is specifically listed - or seems similar to - those listed. If it is, please complete that form and send it to the Risk Management Department for review. This should be done well in advance of the event.
- iii. Contact Risk Management prior to signing any contracts involving the activity or the event.

#### D. Electrical, Mechanical, and Fire System Needs

- i. State rules for electrical changes must be followed. This is best done by involving the school district's electricians through your building's Facility Manager. Power needs must be evaluated by electricians and may require application for an electrical permit. At a minimum, it is a good idea to ensure that the power that you need will not overload an electrical circuit. If a permit is needed, the District's Facilities Maintenance Department can coordinate it.
- ii. Any activity that involves anchoring to the building structure must also involve the Facilities Maintenance Department; have the Facility Manager contact them for assistance.



- iii. Please be informed, Facilities personnel have a contract day of 6:30 a.m. – 3 p.m. It is important to contact them well ahead of the event so that work can be done in a manner that does not incur overtime labor. If overtime labor is incurred, it will be billed to your event.
- iv. Fire detection systems are not to be taken off-line or compromised in their detection capability without the expressly written permission of the Fire Department and the district's Facilities Maintenance department. This permission *may* be granted in rare and highly controlled situations; please see Section V., *Special Effects*.

E. Planning for fire watch

- i. The Fire Department must be included in event planning early in the process to help develop any special requirements for public safety. This is important:
  - 1. to help guide planning so that the best possible fire and life safety is achieved in the layout design and decorations chosen, and
  - 2. to make a determination whether or not a Fire Watch or Crowd Manager (staffed at a ratio of 1:250 for gatherings of 1,000 or more persons) will be needed (depending on the Fire Department, this may be off-duty fire personnel or possibly school personnel).
- ii. If the Fire Department says that it is ok for a person with the event or school to be the Fire Watch or Crowd Manager for your event, the following must happen:
  - 1. Training of that person, as set by the Fire Department, prior to the event. District duties for crowd control are outlined in section VII.B.
  - 2. The person named to serve as a Fire Watch or Crowd Manager shall have no other duties at the school during the event.
  - 3. The opinions of the Fire Watch or Crowd Manager, in the matter of fire safety and preservation of life during the event, shall be heeded by the event organizer or school administration. It will be acted on without delay. The recommendation of the Fire Watch or Crowd Manager shall not to be overruled.

IV. Decorating materials

The fire code and the school district limit what kind and how much decorating material can be used for events. These limits are based on where decorations are placed and how flammable they can be.

A. What room/area are you planning your event for?

- i. Hallways/Foyers – No more than 20% of the wall space in this area can be covered by decorations/artwork.
- ii. Decorations cannot be clustered around doors
- iii. Decorations cannot cover or be hung from any part of the fire system, including sprinkler heads, horns and strobes.
- iv. Combustible decoration cannot be hung from the ceiling.
- v. “Commons” areas are often a hybrid of a hallway and a larger room such as a cafeteria. They can have multiple stories and a large wall area.
- vi. For the purposes of this guideline, “commons” areas are considered a **hallway**, and the 20% wall area limitation applies.
  - 1. For these areas, the decoration limit will be based on the wall area of the first story (assume 10 feet), and will be 20% of **that** wall area.
- vii. Room/gymnasium/auditorium/cafeteria: in these areas, decorations can cover up to 50% of the wall space.
  - 1. For these areas, the decoration limit will be based on the wall area of the first story (assume 10 feet), and will be 20% of **that** wall area.

#### B. Use of Generators

- a. Fossil fuel-powered generators, if used by the school or a vendor, shall be placed so that it is exhausted an adequate distance from the school so that it cannot be reintroduced to the school via the air handling system, windows, doors, etc.
- b. Generators will not be run and exhausted inside the school.

#### C. Waste Management

- i. Scraps from decorating/set up and tear down must be removed from the building and disposed of promptly. This trash cannot be left in the building overnight.

#### D. Acceptable decorating materials

- i. Most materials that are used in school instruction/bulletin boards are acceptable to use as decoration. These include:
  - 1. butcher paper,
  - 2. tissue paper,
  - 3. crepe paper and streamers.
- ii. There are some materials that, when used to decorate, must be used in very limited amounts (10% of wall space) even when they are treated to be fire resistant. Very thick papers and cardboards, fabrics, and layered paper or other materials are subject to additional wall coverage limitations by the fire code. ***Their use is discouraged in JPS schools, substitution of accepted materials is recommended.***

- iii. *Applying fire-resistant treatment to materials that would otherwise be unacceptable for use is discouraged. JPS strongly recommends the use of the acceptable materials listed above.*
- iv. Non-combustible materials (metal, etc.) are approved for use.
- v. Live vegetation, fresh cut flowers in water, or recently-cut pumpkins and similar are approved for use.
- vi. Underwriters Laboratories-listed lighting or appliances are approved for use.

E. “Do Not Use” materials

- i. There are some materials that JPS does not consider safe for use as decoration. This is a list of materials NOT to use:
  1. Styrofoam,
  2. untreated plastic or nylon (EXCEPTION: plastic table cloths that are used as tablecloths),
  3. fabrics that are sheer,
  4. polyurethane insulation boards,
  5. dead vegetation such as leaves, grasses, evergreen trees, hay bales, cornstalks, and boughs, and similar,
  6. silk plants that are not treated by the manufacturer to be fire resistant,
  7. untethered balloons (can interfere with fire detection system),
  8. 60 watts or higher incandescent lights (a significant heat source in the presence of combustible materials),
  9. anything that produces an open flame.

V. Special Effects

Sometimes events include special effects. This is often a fog machine, but there have been fireworks and bonfires. Use of special effects needs special planning.

A. Fog Machines

- i. The school district has created a process for safe use of fog machines. This is needed because the fog can be detected by some fire detection systems and trigger an alarm.
- ii. Follow the review process found in Appendix D.

B. Dry Ice

- i. The District has also created a process for safe use of dry ice. This is needed because of the possible health hazards, including asphyxiation, temperature contact hazards, and slip/fall hazards that can occur when using dry ice.
- ii. Follow the review process found in Appendix D.

- C. Fireworks/Pyrotechnics (outdoors ONLY)
  - i. These activities are High Risk Activities (see form, Appendix C) and need a careful review of planned activity, the vendor and their insurance, and the contract. The location of the event may require review, as well. Submit this form to Risk Management.
  - ii. The school must work closely with the local Fire Department. They will need to issue a permit.

## VI. Bonfires

Sometimes bonfires are part of an event. Non-school-sponsored events cannot have bonfires on school district property (insurance reasons, school district regulation KF-R, Community Use of School Facilities). However, bonfires may be able to occur at school-sponsored events following careful planning, school district and Fire Department approval of that plan, and in safe weather conditions. *The intention of this section is to prevent outcomes such as repair and/or cleanup costs/fines to be paid by the school, suspension of the activity for the school or suspension of the activity for the district.*

- A. Governmental agency restrictions affecting bonfires
  - a. When fire restrictions are in place at the county or municipal level, bonfires will not be allowed.
  - b. The local fire department has final approval authority for the event, taking into consideration weather, fire restrictions, design concerns, and other factors that may present risks.
- B. Fire Department permits
  - i. Permit requests for bonfires must be submitted **at least four (4) weeks prior to the event** for consideration. Shorter notice will result in rejection of the request by any and all entities.
  - ii. The Fire Department must issue a permit for a bonfire. Preliminary approval is obtained based on plans (based on Appendix E. and parts C., D., E., and F. of this section) provided to the Fire Department and planning meetings; final approval may not be issued until the day (likely within an hour) of event.
  - iii. The school must comply with the permit, make changes that may be needed by the Fire Department at the time of inspection, and address all concerns presented by the Fire Department during the event.
  - iv. A Fire Watch will be needed for a bonfire. There may be a cost for this, if professional firefighters must be used (the fire department makes this decision).
  - v. Please see Appendix A to find contact information for your fire department.

## C. High Risk Activity forms, and Oversight Work Orders

- i. High Risk and Oversight Work Order requests for bonfires must be submitted ***at least four (4) weeks prior to the event*** for consideration. Shorter notice will result in rejection of the request by any and all entities.
- ii. A bonfire is a High Risk Activity. A High Risk Activity form must be completed and sent to the Risk Management Department for evaluation of the activity. Please see the form in Appendix C.
- iii. Submit an Oversight Work Order to Facilities Management for plan review/assistance. The school's Facility Manager can help with that.
- iv. Please submit the same information to the District that has been prepared for and provided to the Fire Department.

***D. School sites are considered on a case by case basis. Site characteristics such as separation from buildings and parking lots, site topography and emergency access influence approval of bonfire events.***

**E. Building the bonfire**

- i. There must be a safe distance between the bonfire location and the school, outbuildings, neighbor properties, trees and bushes, etc., as well as public streets. 100 feet is considered a minimum appropriate distance. Find a site that best achieves a maximum distance from those buildings, streets, etc. that are present at your site. The Fire Department and school district personnel will evaluate that location, as needed. Athletic fields and other landscaped areas are not acceptable locations for this activity. Refer to Appendix E.
- ii. There must be a safe distance between the bonfire location and the spectators. 10 feet is considered a minimum appropriate distance for fires constructed to the scale required by this guideline. Refer to Appendix E.
- iii. Build an insulating base and structure to elevate the containment and protect the surface beneath the bonfire (likely the parking lot).
- iv. The plan must include protection of potentially affected storm drains. Contact Environmental Services (303/982-2349) when planning for ideas to protect storm drains before the bonfire is lit and for managing the resulting waste (addressed in part F., below) from the bonfire.
- v. If your bonfire is approved and permitted, the structure to be burned must fit within a single 6-foot diameter containment. The Fire Department can require that the dimensions need to be smaller.
- vi. The structure must be constructed in a manner that a person does not have to approach the fire and stoke it to sustain burning.
- vii. Materials for the bonfire
  - 1. Only solid accelerants (e.g., fire starter logs or similar) may be used.
    - a. Only the minimum quantity needed to start the bonfire may be present on site for the duration of the event. The quantity will be determined by the Fire Department in the

permit for the bonfire. No accelerant may be stored at the school before or after the event.

2. ***The following items and materials are prohibited from approval for bonfires: wood and lumber treated for preservation; full-sized logs; construction waste; rubber; petroleum-based products, tree limbs and leaves.***
  3. Cardboard, trash, and man-made materials are *not acceptable* to burn.
  4. Chemicals and any material other than wood are *not acceptable* to burn.
  5. Effigies of opponent teams are *not acceptable* to burn, per section 5.20 Sportsmanship, of the Jeffco Athletics Handbook.
- viii. Lighting the bonfire
1. **The fire will only be lit by an adult.** It is preferred that this is done by fire department personnel whenever possible; some fire departments may require this.
- ix. Control features
1. A spark arrester or other control feature may be required by the Fire Department.
- x. After the bonfire is out
1. An adult must stay with the bonfire materials for two hours after the bonfire has been put out to make sure the materials do not re-ignite.

F. Notification to Safety and Security

- i. The school district's Safety and Security Department must be given advance notice of the time and place of the bonfire, and must be given the permit number to refer to when talking to the public or the Fire Department.
- ii. Some fire departments may also request that dispatch be informed when the fire is extinguished. Notify the Fire Department dispatch number specified by the fire department in planning meetings. Also inform Security Dispatch.

G. Cleaning up after the bonfire

- i. Clean the bonfire area and collect and dispose of all waste, including cleaning materials. We cannot wash ashes down the storm drains since it will harm eco-life and affect water quality. Material used to build a base (if used) and ashes are regarded to be water contaminants if they reach a drain or mix with storm water leaving the site.
- ii. Any materials used to clean the area can be put into regular trash or washed into a regular building (sanitary) drain. Your school's Facility Manager and the Environmental Services Department can help you identify these drains.

- iii. Ashes and charred wood may be put in the regular trash only after all materials have been completely extinguished, then watched for two hours (see section C.viii., above).
- iv. Double-bag the ashes and wood, especially those that have been wetted. This is the most secure way of containing waste.
- v. Work with your school's Facility Manager before the event to make sure that s/he knows there will be an extra volume of waste to handle in addition to the usual amount of waste the school handles.

## VII. Event Security

A successful event must include planning for security, safe evacuation of attendees, and emergency access for fire and police departments to respond to the school. Some specific information, with pictures, is available in the links in Appendix B.

### A. Parking and Traffic Control

- i. Fire Lanes around the building are typically marked with signs or paint. **As wide as the designed fire lane, but at a minimum a 20-foot-wide lane** must be kept clear through the entire Fire Lane. This means that no vehicle can park in this lane at any time, to maintain access for responding agency vehicles.
  - 1. The presence of persons guiding traffic to proper parking can help prevent parking along the curb.
  - 2. Placement of cones to prevent parking is also a good control measure.
- ii. Parking on sidewalks, plazas, and other walking surfaces may need cones and people watching them, as well.
- iii. Keeping emergency exits clear is critical. Some emergency exit doors empty to parking areas. Cars must not park in front of those doors or they could block doors from opening or persons from getting out of the doors safely. Cones and people to watch these areas may also need to be planned for.

### B. Crowd Control

- i. ***Tickets shall be numbered when they are being sold prior to the event. Ticket sales shall be coordinated so that pre-sales and sales at the door do not oversell the event and create an overcrowding situation.***
- ii. As the event develops, the Fire Department will help develop any special requirements for public safety, including determining the need for a Fire Watch or Crowd Manager (staffed at a ratio of 1:250 for gatherings of 1,000 or more persons).
  - 1. May be off-duty fire personnel or possibly school personnel

2. If persons with the event or school are the Fire Watch/Crowd Manager, the following must happen:
  - a. Training of that person, as set by the Fire Department, prior to the event.
  - b. Do not put more people in the room than the number listed on the occupancy limit sign for the room (posted near the main doors). This number includes visitors, when selling tickets or admitting attendees.
  - c. Exits and exit pathways must be kept clear at all times.
  - d. Attendees may not sit on bleacher steps or in aisles.
3. *The person named to serve as a Fire Watch or Crowd Manager shall have no other duties at the school during the event.*

#### C. Building Security

- i. Exit doors can NEVER be disabled or blocked to prevent being opened.
- ii. Areas of the school where the event is not being held (offices, academic areas) must be secured to prevent visitors from getting into them.
- iii. For special events like After-Prom events, all attendees (students, guests, chaperones and other support personnel) should be identified to the school in advance and plan to produce some government identification at the door for admittance.

#### D. Evacuation

- i. Your school has a specific evacuation plan, use it for your planning. For athletic events, there may be some game-related information to be found in the Athletics Department's Gamekeeper's book.
- ii. Events/activities that modify room use of layout or include decorations that change the appearance of the room require evacuation plans specifically written for the event that take into account the changes made.
- iii. Chaperones must practice evacuation procedures so that all participants - staff and volunteer - understand how an evacuation, accounting for students, and controlled readmittance will occur and their role in it.

#### E. Special Situations

- i. Overnight events in the building
  1. The school district Safety and Security department must be notified of all overnight events.



2. Exit doors can NEVER be disabled or blocked to prevent being opened.

## VIII. Cooking and Grilling

What event is complete without snacks and drinks? A potluck supper or barbeque puts food at the center of the event. If serving food is part of your plans, there are things to consider when choosing how you are going to cook, and where. This may influence your menu offerings, so working through these issues is important.

### A. Grilling

- i. Operation of a grill using propane or charcoal/starter fluid is not permitted in the building. Grills must be set up outdoors and at least 15 feet from the building or an overhang or other cover attached to it. Also, grills should be kept away from doors, windows, and building air intakes.
- ii. For concession stands or other frequent repeating food activities, propane bottles, starter fluid, and other fuel may not be stored in the school building.
  1. Third parties renting facilities may not use propane or charcoal grills on school district property at all.

### B. Electric Appliances

- i. Warming trays, crock pots, or other food-prep appliances that are brought to the school must be Underwriters Laboratories-listed products (look for the stamp on the back side of the unit).
- ii. It is best to plug appliances directly into the wall. Alternatively, use a power strip to support multiple appliances. If extension cords are needed, please refer to the requirements of section III.D. on page 8.
- iii. Too many appliances on a circuit or a power strip can cause an electrical overload, tripping a circuit or causing a fire. When planning, estimate the number of appliances to be used and their wattages. A school district Electrician can review electrical demand and help balance that demand on the available electrical circuits. Inform your school as early as possible to set a meeting with an electrician a few weeks before the event.

### C. Serving Food

- i. Sterno cans or similar as warming devices are not permitted as they involve open flames.

### D. Protecting floors from water damage

- a. Vessels for storing drinks cannot be placed on the gymnasium floor, even with secondary containment or a liner; a leak will damage the flooring.

## Appendix A

Schools by Fire Jurisdiction, with *non-emergency* contact phone numbers

### **ARVADA F. D.: (303) 424-3012**

#### **Elementary**

Allendale Campbell Fitzmorris Foster Fremont Hackberry Hill Lawrence  
Little Meiklejohn Parr Peck Pennington Russell Secrest Sierra Stott  
Swanson Thomson Van Arsdale Vanderhoof Warder Weber Westwoods

#### **Middle Schools**

Arvada North Arvada Oberon

#### **High Schools**

Arvada Arvada West Pomona Ralston Valley

#### **Charter and Option Schools / District Sites**

Compass Montessori – Wheat Ridge Doral Academy of Colorado  
Excel Academy Lincoln Academy Two Roads High School North  
Transportation Fruitdale Pre-School NAAC Stadium

### **COAL CREEK CANYON VOLUNTEER F. D.: (303) 642-3121**

#### **Elementary**

Coal Creek Elementary

#### **Charter and Option Schools / District Sites**

Mountain Phoenix

### **ELK CREEK F. D.: (303) 816-9385**

#### **Elementary**

Elk Creek West Jefferson

#### **Middle Schools**

West Jefferson

### **EVERGREEN F. D.: (303) 674-3145**

#### **Elementary**

Bergen Meadow Bergen Valley Marshdale Wilmot

#### **Middle Schools**

Evergreen

#### **High Schools**

Evergreen

**Charter and Option Schools / District Sites**

Rocky Mountain Academy    Mt. Evans OELS    West Transportation

**FAIRMOUNT F.D.: (303) 279-2928**

**Elementary**

Fairmount

**Middle School**

Drake

**Charter and Option Schools / District Sites**

Compass Montessori - Golden

**FOOTHILLS FD: (303) 526-0707**

**Elementary**

Ralston

**GOLDEN F. D. : (303) 384-8094**

**Elementary**

Mitchell    Shelton

**Middle School**

Bell

**High School**

Golden

**Charter and Option Schools / District Sites**

Free Horizon Montessori    Golden View Classical Academy    Earl Johnson

**INDIAN HILLS F.D.: (303) 697-4568**

**Elementary**

Parmalee

**NORTH FORK F.D.: (303) 838-2270**

**Charter and Option Schools / District Sites**

Windy Peaks OELS (North Fork F. D.)

**NORTH METRO F. D.: (303) 452-9910**

**Charter and Option Schools / District Sites**

Jefferson Academy

**PLEASANT VIEW F. D.: (303) 279-4361**

**Elementary**

Pleasant View

**SOUTH METRO FIRE RESCUE: (720) 258-8911**

**Elementary**

Blue Heron Columbine Hills Coronado Dutch Creek Leawood Normandy

**Middle School**

Ken Caryl

**High School**

Columbine

**WESTMINSTER F. D.: (303) 658-4500**

**Elementary**

Betty Adams Lukas Ryan Semper Sheridan Green Witt

**Middle Schools**

Mandalay Moore Wayne Carle

**High School**

Standley Lake

**Charter and Option Schools / District Sites**

Woodrow Wilson Academy Summit Academy

**WEST METRO F. D.: (303) 989-4307**

**Elementary**

Bear Creek Belmar Bradford Primary Bradford Intermediate Colorow Deane  
Deviny Dennison Eiber Edgewater Foothills Glennon Heights Governor's  
Ranch Green Gables Green Mountain Hutchinson Irwin Pre-School  
Kendallvue Kendrick Lakes Kyffin Kullerstrand Lasley Lumberg  
Maple Grove Miller Special Molholm Mortenson Mt. Carbon Patterson  
Peiffer Powderhorn Prospect Valley Red Rocks Rooney Ranch Shaffer  
Slater South Lakewood Stein Stevens Stober Stony Creek Tanglewood  
Ute Meadows Vivian Welchester Westgate Westridge Wilmore Davis

**Middle**

Carmody Creighton Deer Creek Dunstan Everitt Falcon Bluffs O'Connell  
Summit Ridge

**High Schools**

Alameda Bear Creek Chatfield Dakota Ridge Green Mountain Jefferson  
Lakewood Longview Wheat Ridge

**Charter and Option Schools / District Sites**

Addenbrooke Classical Academy and Grammar School      Central Lakewood  
Collegiate Academy    Great Work Montessori      Manning    Montessori Peaks  
Mount Phoenix Community School    New America School      Rocky Mountain Deaf  
School      D'Evelyn      Jefferson County Open    McLain    Central  
Transportation    South Transportation    Sobesky Academy    6<sup>th</sup> & Kipling Stadium  
Lakewood Memorial Stadium    Trailblazer Stadium    Education Services Center    809  
Quail Complex      Warren Tech

## Appendix B

Links to District Fire Safety Guidance Documents

[Fire Safety Issues Related to Preparing for Events](#)

[Fire Safety Issues in Schools for Events in the Auditorium](#)

[Fire Safety Issues in Schools for Athletic Events](#)

[Fire Safety Issues in School Hallways](#)

# Appendix C

## High Risk Events/ Activities Approval-Recommendation Form

\* School Name: \_\_\_\_\_ \*Submittal Date: \_\_\_\_\_  
 \* Event / Activity: \_\_\_\_\_ \*Event Date: \_\_\_\_\_  
 \* Event Location: \_\_\_\_\_  
 \* Principal's Name: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_  
 \* Name of person coordinating activity: \_\_\_\_\_  
 \* Email for person coordinating activity: \_\_\_\_\_ \*and Phone Number: \_\_\_\_\_



Risk Management Department  
 Phone 303-982-2455 Fax 303-982-2447

**\* Please check all activities being requested for approval (use "Other" if not listed)**

<input type="checkbox"/> Rappelling in Mountains / Rock Climbing	<input type="checkbox"/> Inflatable Jumping Structures/ Trampolines	<input type="checkbox"/> Hayrides / Tractor-Trailer Rides
<input type="checkbox"/> Bungee Runs	<input type="checkbox"/> Mechanical Amusement Devices / Rides	<input type="checkbox"/> Horseback Riding
<input type="checkbox"/> Rope Courses	<input type="checkbox"/> Water Parks	<input type="checkbox"/> Live Animal / Insect Interactions
<input type="checkbox"/> Velcro Walls	<input type="checkbox"/> Dunk Tanks	<input type="checkbox"/> Bonfires and Other Sources of Fire
<input type="checkbox"/> Foot Races	<input type="checkbox"/> Slacklining	<input type="checkbox"/> Transporting students in private vehicles
<input type="checkbox"/> Archery	<input type="checkbox"/> Tug of War	<input type="checkbox"/> Mountain biking
<input type="checkbox"/> Water sports (Boating and related activity, Water Skiing/Wakeboarding, Surfing, Scuba Diving, Swimming and similar)	<input type="checkbox"/> Snow Sports (Skiing, Snow Boarding, Cross Country Skiing, Snowshoeing, Tobogganing, Snow Caving, and similar)	<input type="checkbox"/> District-owned vehicle(s) are being operated out of state.
<input type="checkbox"/> Other: _____		

\* 1a. Event/activity description, notes, comments to reviewer: \_\_\_\_\_  
 \_\_\_\_\_

\* 1b. Has Purchaser of services confirmed with vendor that activities are age-appropriate? Yes  No  Comments: \_\_\_\_\_  
 \_\_\_\_\_

2. Number of people attending event/activity: \_\_\_\_\_ Student : Chaperone ratio: \_\_\_\_\_

3a. Name and contact information of vendor providing services: \_\_\_\_\_  
 \_\_\_\_\_

3b. Cost of services provided: \$ \_\_\_\_\_ 3c. Donated Services? Yes  No  , Value: \$ \_\_\_\_\_

4a. Transportation to be used:  In-State Travel  Out-of-State Travel 4b. Rented using school corporate account?: Yes  No   
 4c.  District Auto/Trailer(s)  Employee Auto/Trailer(s)  Volunteer's Personal Auto/Trailer(s)  Chartered/Rented Auto/Trailer(s)  
 4d. Who will be driving:  Employee(s)  Volunteer(s)  Chartered/Hired Driver(s)  
 4e. Student/Equipment Transported: How many Students: \_\_\_\_\_ Distance Traveling in Miles: \_\_\_\_\_  
 Type of Equipment Transported: \_\_\_\_\_

5a. Has a Building Use request form been submitted to the school? Yes  No   
 Name of Organization submitting: \_\_\_\_\_  
 Date(s): \_\_\_\_\_

5b. Will the event/activity require a District Facility Use Permit or a permit from any other entity? Yes  No   
 If yes please list: \_\_\_\_\_

5c. Is a certificate of insurance requested by a third party? Yes  No  If yes, complete a Request for Evidence of Insurance form.

**RISK MANAGEMENT REVIEW, WAIVER, COMMENTS ON RECOMMENDATION(S)**

Director of Risk Management or Designee's Approval:  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fields with an "\*" must be completed

Rev 06/22/2018

Also available [here](#).

## Appendix D

### Use of fogging machines or carbon dioxide for school events

If a school has an event (theater production, Trick-or-Treat Street, or similar) in which they want to introduce a smoke or fog effect, an evaluation of/planning for how this will affect the fire system must be conducted. There have been events where these effects were detected by the fire detectors and the alarm system activated, disrupting the event.

There may be opportunities where, with close collaboration of the school, District, and local fire department, alternative methods can be used to achieve life safety principles and prevent putting the system into alarm. Below is the process to determine whether altering the response of the fire detection system is a viable and achievable request (Note: engaging in this process does not guarantee that the request can be met). Details are worked out involving the event planners, the school administration, the fire authority, Risk Management, and the District's Facilities Maintenance Department, taking into consideration the activity, the affected population, the involved systems, and the alternative safety systems that need to be put in place.:

1. Set up a meeting including a representative of the local Fire Department, District Facilities Maintenance – Electronics/Fire Alarm Shop AND Zone Maintenance representation (HVAC issues), the Drama Teacher/Stage Manager or other event planner (person knowledgeable of the fog effect's application, duration, concentration, frequency, etc.), an Administrator, and the Facility Manager for the school.
2. In this meeting, work through the intent of the effect, the duration of use, concentration, where it will be used/the area to be affected, determine which parts of the detection system may be affected, the duration of potential disabling and other design, available ventilation, and other timing factors, etc.
3. If a plan can be arrived at that is acceptable to the Fire Department and executable by Maintenance, **obtain written permission from the Fire Department** (probably in the form of a special permit) with the plan details attached. Provide this to Facilities Maintenance (cc: Risk Management so we can notify our insurer in advance of the event, potential exposure, and controls); **disabling fire alarms will not be done without the written permission of the Fire Department.**
4. If safe and successful execution of this plan requires Fire Watches from the fire department or after-hours support from District Maintenance personnel, the school should be prepared for the associated expense.
5. Additionally, there may be other safety considerations for the District, depending on the substance used. Carbon dioxide (dry ice) is becoming a popular substitute for other fogging chemicals, because it does not set off fire detectors. However its use needs to be evaluated by the District to ensure that it does not create an asphyxiation or temperature contact hazard, depending on the space it is used in, available ventilation, rate at which carbon dioxide is introduced to the space, etc. Examples of applications include, but are not limited to:
  - Special effects on a stage
  - Laser light shows/classroom applications
  - Trick or Treat Street/Haunted House
  - After-prom events
  - Dances
  - Homecoming events



## Appendix E

### Plan Information to provide to Fire Departments for Bonfire Permit Applications (developed by Arvada Fire Protection District)

The following information is necessary in order to review and support approval of a bonfire permit.

#### **Event Information**

- Responsible Party/Contacts
- Time
- Date
- Location
- Who will be attending the fire
- Confirmation of Jeffco School District Risk Management approval

#### **Site Plan**

- Provide a map indicating the area where the bonfire will be located
  - Indicate the distance to any buildings or structures
  - Indicate how the immediate area around the bonfire will be secured for safety
  - Indicate planned measures to prevent waste and water from the fire from reaching parking lot drains.

#### **Fire Information**

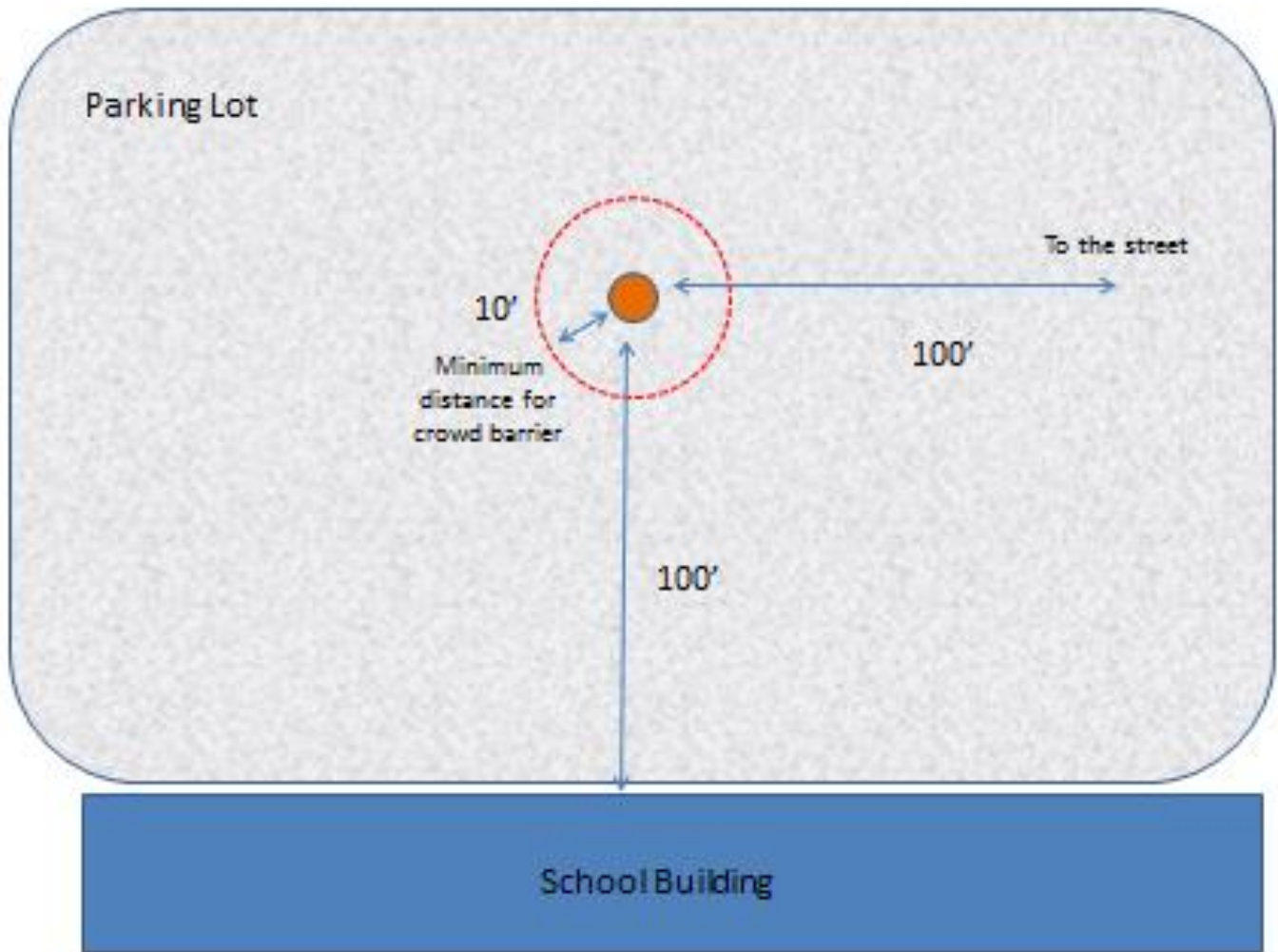
- Provide information on the type and size of container being used for the fire
- Provide information on any other features used for the containment of the fire or protection of the ground under the container
- Provide information on the type of materials that will be burned
- Provide information on any constructed structure or display that will be burned
- Provide information as to how will the fire be ignited and by whom

#### **Safety**

- How will the crowd be kept from getting too close to the fire
- Who will be monitoring for unsafe conditions
- What means to extinguish the fire will be in place (garden hose, fire extinguishers, etc.)
- What procedures will be implemented in case of an emergency
- Restrictions
  - Type of materials that may be burned are limited to dimensional lumber no larger than 2 x 4 inches and wood pallets
  - No logs can be burned
  - No cardboard may be placed in the fire
  - The pallets or wood must be stacked in a manner as approved by the fire department

#### **Extinguishment and Clean-up Procedure**

- Provide information on how the fire will be extinguished
- Provide information on who will be standing by for fire watch after the fire is extinguished and for how long.
- Indicate what measures will be taken to clean-up and dispose of the debris



## Appendix F

### Fire department event documents



### **South Metro Fire Rescue** **Fire Marshal's Office**

9195 E Mineral Avenue, Centennial, CO 80112  
720-989-2230 [www.southmetro.org](http://www.southmetro.org)

*"Serving the communities of Castle Pines, Centennial, Cherry Hills Village, Foxfield, Greenwood Village, Lone Tree, Louviers, Parker, and unincorporated Arapahoe and Douglas Counties."*

### **SPECIAL EVENT NOTIFICATION AND PERMITTING**

Special events sometimes require the involvement of South Metro Fire Rescue (SMFR) to ensure safety of both the participants and of first responders. SMFR's involvement may be as simple as a courtesy notification of the event, or may be more complex to include issuance of permits, conducting pre-event inspections, and providing fire watch during the event. Here are some examples of when SMFR should be notified:

- The event is anticipated to host more participants than would normally be encountered in the building or area.
- The event will occur in a building that is normally used for a different purpose, such as:
  - Using an aircraft hangar for a charity dinner and silent auction.
  - Using a school gymnasium for a retail craft fair.
  - Using a warehouse building for a dance party.
- The event will employ crowd control measures that can impact egress, such as fencing an outdoor area to admit only ticketed participants.
- The event will impact access to buildings by fire apparatus, including the closing of streets, driveways, and any part of a marked fire lane.
- The event will include tents which are larger than 400 square feet (20'x20').
- The event will include food trucks and/or use of portable cooking appliances, especially propane appliances.
- The event will include open flame or any type of fireworks display.

To notify us of your event, please call our office at the number provided above. Our staff will gather some information and provide you with guidance on how to proceed. Thank you for helping us to make your event successful and safe!



# SOUTH METRO FIRE RESCUE

## Fire Marshal's Office

9195 E Mineral Ave, Centennial, CO 80112  
PHONE: 720.989-2230 www.southmetro.org FAX: 720.989-2030



## Bonfire Requirements

**DURING BURN RESTRICTIONS, ISSUED PERMITS ARE RESCINDED AND NO NEW PERITS WILL BE ISSUED.**

### Defined

A bonfire is an outdoor fire greater than 3 feet in diameter and 2 feet in height, utilized for ceremonial purposes.

### Permit Required

All bonfires require an Open Burn (OPBURN) operational permit prior to kindling a fire. Permits are issued by the South Metro Fire Rescues' Fire Marshal's Office. The bonfire shall be constantly attended, and the permit holder and/or adult representative must be on-site until the bonfire is extinguished. To apply for a OPBURN Permit go to [www.southmetro.org](http://www.southmetro.org).

Once a permit has been issued, the permit fee can be paid, and event scheduled online. A representative of the Fire Marshal's Office will contact the permit holder and coordinate your bonfire event. Each approved bonfire event will be accompanied by a representative from the Fire Marshal's Office and selective suppression personnel.



### Environmental and Weather Conditions

The fire department representative will monitor wind conditions. This may lead to delays and/or cancelation of the bonfire event, given high winds. If the open burning creates or adds to a hazardous condition, the fire code official is authorized to order the extinguishment of the open burning operation. Open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.

## SITE REQUIREMENTS

### Location

A bonfire shall not be conducted within 50 feet of a structure or combustible materials. Conditions that could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition.

### Surface type and size

The bonfire area surface shall be comprised of a hard-durable surface. The minimum surface dimensions are 6' x 6'. These surfaces including but are not limited to:

- Pavers
- Concrete
- Asphalt

\*NOTE: Dead and dry vegetation must be removed from the bonfire area. Bonfires are not allowed on dirt surfaces or adjacent to vegetation. No trash, debris or rubbish can be added to the bonfire.

### Approved materials (permit holder provides)

The bonfire is specifically limited to the following types and quantity of materials.

- 12 wooden pallets
- 6 cardboard boxes
- Crowd barriers consisting of ropes, guards, barricades or other.

### Ignition and Extinguishment

The fire department representative are the only ones allowed to ignite and extinguish the bonfire.

Failure of the event organizer to comply with this policy will result in legal action, fines, and/or revocation of the permit issued for the event site. Rev 02/19