



ONTARIO FIRE DEPARTMENT FIRE PROTECTION STANDARD

CITIZENS BUSINESS BANK ARENA STANDARDS
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CITIZENS BUSINESS BANK ARENA SAFETY STANDARDS

Fire Prevention Requirements

The following are Citizens Business Bank Arena (CBBA) and Ontario Fire Department's (OFD) minimum fire prevention and public safety requirements for ALL EVENTS in CBBA, including all concourses, the arena, terraces and patios, meeting rooms and any other space on the footprint.

Authority: California Fire Code (CFC) and California Building Code (CBC)

FLOOR PLANS

All plans will be prepared by CBBA's Event Services Department then submitted to, and reviewed by the Fire Prevention Bureau. The plan will then be authorized and stamped acceptable. Three sets will be prepared with this authorization with one set to be retained by OFD and two returned to CBBA. CBBA will then distribute one copy back to the client and retain one copy. All plans must be submitted a minimum of 2 weeks prior to event tickets going on sale to the public.

1. All plans are to be submitted to the CBBA Event Services Department for upload into their drawings prior to the commitment of any seating or production space for show presentation. CBBA will present all drawings and revisions on behalf of the licensee in all instances.
2. Plans must be drawn to scale and be an actual representation of the event. General plans showing maximum arena floor layouts are not acceptable.
3. Plans must show all booths, staging, aisles, exits, display areas, mix positions, barricades or any other item which will be set up on the floor area. Locations of all motor vehicles, cooking, food carts, operating machinery, hazardous operations, draping and fencing must be shown.

4. All seating areas and dining areas must have details showing the chair and table set-up with aisles.
5. Large reception areas on the floor (table top, banquet or otherwise) must show the required aisles and access, which pass through these areas.
6. Aisles passing support columns or permanent structures must have 72 inches minimum clearance.
7. The Fire Official must be notified by CBBA of any change in the plans prior to the show opening and in time to properly evaluate the effect of the change on event safety. CBBA is responsible for all communication.
8. Any change to the approved floor plan must be marked in red and initialed by the Fire Official.

EXITS AND AISLES IN DISPLAY AREAS

1. Aisles, when required, shall be minimum of eight (8) feet in clear width.
2. A minimum of ten (10) feet in clear width shall be provided on both sides.
3. Clear access of three (3) feet shall be provided to all fire protection appliances, alarm boxes, and sprinkler valves.
4. No variance shall be permitted from these requirements unless allowed for in compliance with the California Building Code (CBC) and/or the California Fire Code (CFC).
5. All chairs must be included in the drawing. Licensee must allow for loose chairs a minimum of two (2) to three (3) feet in width. Where loose row seating is allowed, the seats shall be gang locked and aisles maintained at all times.
6. All main aisles and cross aisles are subject to Fire Official acceptance dependent upon the overall exiting plan, per California Building Code.

OBSTRUCTIONS

Aisles and exits—as designed on approved floor plans—shall be kept clean, clear and free of any obstructions. Any construction (booth, mix position, barricade, etc.) shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etcetera, shall not be placed in any aisles (outside designated approved areas). Directional exit signs may be required when exits or exit signs are not readily visible. Electrical wiring, cables, ropes and mechanical rods, laid on the floor in aisles and exit ways, shall be matted, taped down and/or flown.

Firefighting equipment, such as fire extinguishers and/or stand pipes, shall be provided and properly maintained in accessible, easily seen locations, and may be required to be posted with designation signs.

LIMITING COMBUSTIBLES BASED ON THE SPECIFIC EVENT DESIGN

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable or combustible liquids above allowable quantities are allowed in the building without a permit from OFD.
3. When displaying flammable or combustible products, the display contained shall be empty. Limited product may be permitted per CFC requirements.
4. Painting or spraying of toxic or flammable/combustible materials is prohibited.

INTERIOR FINISH, DECORATIVE MATERIALS AND FURNISHINGS

All decorations, vegetation, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall meet the flame propagation performance criteria of CFC, and shall be documented and certified by the manufacturer in a written certification and provided to the Fire Official upon request.

Exception: Items offered for sale shall be treated in the same manner as all items for retail. Storage shall be allowed accordingly.

TEXTILES

When used as interior wall or ceiling finish materials, textiles and similar materials having a woven or nonwoven, napped, tufted, looped or similar surface, shall meet the flame propagation performance criteria of CFC, and shall be documented and certified by the manufacturer in a written certification and provided to the Fire Official upon request.

SPECIAL FINISH MATERIALS

Any material having a brushed or nap finish, such as but not necessarily limited to, carpeting materials, shall meet the flame propagation performance criteria of CFC, and shall be documented and certified by the manufacturer in a written certification, regardless of location.

Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days and shall be completely flame-retardant. The material used for flame-retardant treatment should be used according to the manufacturer's specifications, and shall be documented and certified by the manufacturer in a written certification.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe host cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

Treatments used to accomplish this fire retardation shall be renewed as often as deemed necessary, by the Fire Official, to maintain the flame-retardation effect. A licensed company is required to apply flame retardant. Refer to the manufacturer's specifications for guidance.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith, shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exits, as determined by the Fire Official.

Rigid combustible decorative material and assemblies of materials used for folding doors, room dividers, decorative screens and similar applications, shall meet the flame propagation performance criteria of the CFC.

Non-compliance with these requirements may result in your permit being revoked and/or in the case of exhibits, the elimination of the booth/display from the show.

FIRE DEPARTMENT – OPERATIONAL PERMITS

Request for permission to permit the following shall be made a minimum of five (5) business days in advance of the show:

1. Carnivals and Fairs: Permit is required to conduct a carnival or fair.
2. Compressed Gases: Permit is required for the storage, use or handling at normal temperatures and pressure of compressed gases in excess of the amounts listed in CFC.
3. Cutting and Welding: Permit is required to conduct cutting or welding operations.
4. Exhibits and Trade Shows: Permit is required to operate an exhibit and/or trade show.
5. Explosives: Permit required for the storage, handling and use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects.
6. Flammable and Combustible Liquids: Permit required for the storage, handling and use of flammable and combustible liquids in excess of amounts listed in the CFC.
7. Liquid or Gas-fueled Vehicles or Equipment in Assembly Buildings: Permit required to display and/or demonstrate any liquid or gas-fueled vehicle or equipment in an assembly building.
8. LP Gas: Permit required for the storage and use of LP gas.
9. Open Flames and Candles: Permit required to use open flames or candles in connection with assembly areas.

10. Places of Assembly: Permit required to operate a place of assembly.

11. Temporary Membrane Structures, Tents and Canopies: Permit required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet. (Please refer to OFD Standard #F-005.)

MOTOR VEHICLE DISPLAY

The following are the CFC minimum fire safety requirements for public display of motor vehicle in assembly occupancies:

Fuel Tanks: Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least). Caps for fuel tank fill pipes shall be of the locking type and maintained locked, or of a self sealing nature. If it is not practical to attach such a cap, an alternate method may be employed with the permission of the Fire Official. Motor vehicles are not fueled or defueled within the building.

Electrical System: The electrical system shall be de-energized. This will be done by one of the following:

1. Removing the battery.
2. Removing the battery cable.
3. Disconnecting one battery cable and covering it with electrical tape or other similar insulating material.

Location: Display shall be located so as not to obstruct any required aisle or exit way.

Miscellaneous: Operation of motor vehicles is prohibited except for late night or morning hours while setting up or taking down equipment for shows. Repairs or maintenance of vehicles in CBBA is prohibited.

FILM – TELEVISION – THEATER/SPECIAL EVENT – SPECIAL EFFECTS – HAZARDOUS CONDITIONS

In addition to the conditions below refer to the City of Ontario website at www.ci.ontario.ca.us under Fire Department/Fire Prevention/Filming in Ontario for permit information.

SPECIAL EFFECTS

The “special effects” as it relates to the CBBA shall mean any effect produced to create an illusion or to entertain, used in or around the CBBA. Special effects can range from special lighting, smoke, fog, mist, pyrotechnic devices, etc.

“Non-pyrotechnic special effects” include but are not limited to: “cold” smoke generation, mist, fog, strobe lights, wind, air/compressed gas mortars, mines as well as hand-held air/compressed gas devices.

“Pyrotechnic special effects” include but are not limited to: gerbs, mines, airbursts, strobes, line rockets, squibs, bullet hits, smoke pots, any type of fuse, electric matches, flash paper, etc.

Many special effects can interfere with fire protection/smoke detection systems as well as reduce/restrict spectator or performer vision. The Ontario Fire Department reviews these effects to ensure that the performers and spectators will be able to exit freely during any emergency and that the fire protection/smoke detection systems will operate without restriction.

All non-pyrotechnic special effects shall be declared in writing to the Ontario Fire Department at least 10 days prior to the event. The written statement shall include the following: type of effect, who will be performing the effect, proximity of the effect to the audience, equipment used, chemicals or materials used, whether the effect is hand-held. The Ontario Fire Department must approve the use of the effect prior to show.

Non-pyrotechnic special effects must be demonstrated and approved by the Ontario Fire Department Fire Prevention Bureau. Any materials expelled from mortars, mines shall be examined for flammability.

All pyrotechnic special effects require a separate permit from the Ontario Fire Department and a California licensed pyrotechnician to fire the show. See section on fireworks and pyrotechnics.

FIREWORKS AND/OR PYROTECHNICS

Listed below are the requirements for any fireworks display, proximate fireworks or pyrotechnic special effects held in the City of Ontario:

A permit shall be obtained from the City of Ontario Fire Department Fire Prevention Bureau when transporting, storing or discharging any type of fireworks, explosive, pyrotechnic device or pyrotechnic special effects. This includes outdoor public display fireworks, indoor proximate pyrotechnics and pyrotechnic special effects. The permit shall be obtained prior to the fireworks or pyrotechnic devices transportation and arrival into the City of Ontario.

Applications for permits shall be made in writing at least 10 days prior to the event. (H&S12643) Only California State Fire Marshal licensed pyrotechnic operators will be permitted to conduct fireworks, pyrotechnic or special effects shows under the following conditions:

1. Comply with all State of California and City of Ontario regulations regarding fireworks, explosives and special effects pyrotechnics.
2. Apply for and obtain a permit, with conditions, from the Ontario Fire Department to transport, store and use fireworks, pyrotechnic devices or explosives.

- a. Submit a fireworks/special effects application containing the following information (Title 19, Sec.982):
 - i. The name of the organization sponsoring the display, together with the pyrotechnic operators' names and license numbers.
 - ii. The date and time of day the display is to be held.
 - iii. The exact location planned for the display.
 - iv. The size and number of all fireworks to be discharged including the number of set pieces, shells, and other items.
 - 1. Shells shall be designated by diameter specifying single, multiple break or salute.
 - 2. Distance to spectators from firing site shall be calculated at 100 feet per 1-inch of shell (3" shell = 300 feet).
 - 3. Itemized list of each device, its effect and a description of its operation.
 - 4. Material safety data sheets for each device/composition may be required.
 - v. The manner and place of storage of all fireworks prior to, during and after the display.
 - vi. Roster of all pyrotechnic operator staff personnel including:
 - 1. Date of Birth Driver
 - 2. License and State of issue
 - 3. Emergency contact information
 - vii. Detailed diagram of the venue shall include:
 - 1. Measurements of the floor plan, devices and props in feet/inches.
 - 2. Map symbol indicating NORTH.
 - 3. Location of each device and effect.
 - 4. Locations of pre-positioned fire extinguishers and staff to operate.
 - 5. Location of pyrotechnic operator and staff.
 - 6. Location of all spectators in relation to the special effect.
- 3. If the permit is for a public display or special effects, provide proof of conformance with sections 12610 and 12611, Health and Safety Code.
- 4. The permittee shall comply with ALL conditions of the fireworks/pyrotechnic special effects permit.

All planned special effects, including non-pyrotechnic devices, must be declared and approved by the Ontario Fire Department. This includes but is not limited to: smoke, fog, mist, and air-powered devices. This is to ensure that built-in fire/smoke detection systems will operate and that spectator/performer exiting is not compromised.

The sponsoring organization shall provide adequate site security personnel to ensure spectators do not enter the established firing site perimeter and that all fireworks are secure from theft, vandalism and tampering.

An Ontario Fire Department official shall be present for all firing of permitted fireworks. The sponsoring organization shall be charged for the expense of the standby officer.

The Ontario Fire Department may require an on-site meeting and pre-show test of proposed fireworks depending on the location, type and size of the device(s).

Conditions of Permit

1. This permit shall be in the possession of the special effects coordinator and may be subject to inspection and verification by the Fire Official and/or the designated Fire Safety Officer.
2. All activities associated with the use, handling, storage and transportation of fireworks, special effects/pyrotechnic devices or explosives shall be in accordance with the California Health and Safety Code, Title 19 of the California Code of Regulations and the CFC.
3. Any accident, injury, death or other emergency response resulting from the discharge of fireworks, special effects/pyrotechnic devices or explosives shall be immediately reported to the OFD and the Office of the California State Fire Marshal.
4. Prior to each special effects/hazardous condition activity or performance, a meeting and discussion of the planned activities shall be held among all appropriate parties including, but not limited to the Fire Safety Officer, special events coordinator, pyrotechnician, director, cast members and stunt performers. This meeting shall focus on the safety aspects of the use of fireworks, pyrotechnics, explosives, flammable liquids and explosives. The meeting shall produce an incident action plan to provide for communications, rescue, emergency medical, fire control and extinguishment. The Fire Safety Officer shall be notified immediately prior to the special effects, pyrotechnic, flammable liquid or open burning activity.
5. The Fire Safety Officer shall be provided with a production company radio, if the scale of the production warrants. Fire Safety Officers and/or Fire Suppression Personnel and equipment shall be provided at the production company's expense, if required by the Fire Official.

6. Insurance requirements shall be in accordance with the requirements set forth by the City of Ontario and the California Film Commission.
7. Additional permits may be required for Flammable Liquids, Open Burning, Welding/Cutting, Refueling, Tent/Canopy, or other CFC Operational Permits.
8. A General, Special or Limited Public Display license shall be provided for any entertainment activity where the public or a private group is admitted or permitted to view the display or discharge of dangerous fireworks. Insurance requirements for such public displays shall be in accordance with Title 19 CCR, Chapter 6 Article 15.

USE OF CANDLES AND OPEN FLAMES

A Fire Department Operational permit is required before the use of any candles or open flames will be allowed and must be in accordance with the following:

1. Lighting appliances shall be well-secured in a glass globe and wire mesh cage or a similar approved device.
2. Class I and Class II liquids and LP gas shall not be used.
3. Liquid or solid fueled lighting devices must be self extinguishing and not leak fuel if tipped over.
4. The device or holder shall be designed so that it will return to the upright position if tilted to an angle of 45 degrees from vertical.
5. The flame shall be enclosed and the distance to the top flue opening is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys and shades shall be made of noncombustible materials and securely attached to the device.
7. Candelabras with flame lighted candles shall be securely fastened in place; and shall be located away from occupants using the area; and away from other combustibles.
8. Candles shall not be in areas where occupants stand, or in an aisle or exit.
9. Participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another when lit.
10. Open flame devices used in theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160.

COOKING/CATERING

Cooking/catering outside of the kitchen or concession stands shall only be permitted in the loading dock area.

1. Propane heating equipment will be permitted inside the loading dock area as long as the propane tank does not exceed 5 gallons aggregate. See the Fire Official for use greater than 5 gallons.
2. Combustible items shall be kept clear from all cooking equipment.
3. A fire extinguisher shall be provided in accordance to NFPA 10 in the immediate cooking area.
4. If a tent/canopy will be used over the cooking area, please refer to OFD Standard #F-005.
5. The Fire Official shall inspect the cooking area accordingly.

STANDBY FIRE OFFICIAL

Whenever, in the opinion of the Fire Chief, it is essential for public safety in any place of public assembly or any other place where people congregate due to the number of persons, or the nature of the performance, exhibition, display or context of activity, the owner, agent or lessee shall employ--at their expense--one or more experienced Fire Official(s), as required and approved by the Fire Chief, to be on duty at such a place. Said standby Fire Official(s) shall be subject to the Fire Chief's orders at all times, when so employed, and shall be in uniform and remain on duty during the times such places are open to the public, or when such activity is being conducted and take prompt measures for the proper notification of fires that may occur. Fire Official(s) shall not be required or permitted, while on duty, to perform any other functions than those herein specified. (Please refer to the Fire & Medical Event Plan – Event Center Matrix.)

For additional information, please contact the Fire Prevention Bureau, Monday through Thursday, 7:00 a.m. – 6:00 p.m. at (909) 395-2029.