



BEAVERCREEK TOWNSHIP FIRE DEPARTMENT

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2017 BEAVERCREEK POPCORN FESTIVAL

VENDOR SAFETY GUIDELINES

The following are the Beaver Creek Township Fire Department's (BTFD) *Vendor Safety Guidelines* for the annual Beaver Creek Popcorn Festival. Any vendor with electric, gas or heating equipment must comply with the Ohio Fire Code (OFC) and the following guidelines.

FOOD AND COOKING VENDORS:

1. All tents and other membrane structures shall be securely anchored against wind loads from strong winds, storms, etc. A **MINIMUM** weight of **20 lbs. per leg (typical 4 leg structure)** shall be **physically attached**. Note: The BTFD has the discretion to ask for additional weights due to structure sizes or configuration.

If the minimum tent or other membrane structure's weighting is not present during inspection, the vendor will be given a **MAXIMUM** of **2 hours** to comply with the weight requirements. If after such time a vendor has not complied, the BTFD and Beaver Creek Popcorn Festival Committee (BPFC) will close such vendor until the vendor complies. If the vendor does not then comply, the BTFD and BPFC will ask the vendor to leave the festival.

2. **Each vendor space shall be provided with an approved fire extinguisher having a minimum rating of 40-BC.** Activation of cooking equipment shall not begin until an approved fire extinguisher is present in the cooking area. The fire extinguisher shall be displayed in a conspicuous location and readily accessible. The fire extinguisher shall also be fully charged and have been serviced and tagged within the last 12 months by a State of Ohio Licensed Contractor.
3. **Cooking vendors that use "deep fat fryers" shall have a Class "K" fire extinguisher readily available.**
4. Approved cooking devices that employ electric, gas, charcoal, or wood that limits the flame height to a maximum of six (6) inches shall only be permitted under an open sided (no side material permitted) tent or other membrane structure. The material shall be flame retardant and at least five (5) feet above the cooking surface.
5. All electrical and mechanical equipment shall be kept in good working order and not produce an electrical or fire hazard.
6. All LPG installations shall comply with NFPA 58.
7. All LPG cylinders and tanks shall be installed in a secure and upright manner and shall be secured to a stationary object. The cylinders and tanks shall be located in a non-vehicular traffic area.
8. All LPG cylinders and tanks, which do not mount directly to the cooking equipment, shall be equipped with an approved valve guard collar.
9. All LPG cylinder hookups and cylinder exchanges shall be free of leaks before cooking begins (soap test).
10. All personnel working in the vendor space shall be familiar with the proper use and basic safety issues concerning the LPG gas cylinders.
11. All cooking vendors shall have a 3-foot minimum clear aisle on each side.
12. Cooking with gasoline is prohibited.
13. Unattended cooking operations shall not be permitted.
14. All cooking equipment and open flames shall be turned off and/or extinguished when the event ends each day.
15. All charcoal grills shall be equipped with a non-combustible ash collector underneath the fire pit.

16. Live ashes shall not be permitted to fall on the ground. The ashes shall be placed into a non-combustible metal container with a tight fitting lid.
17. Charcoal and charcoal lighter shall not be stored under the cooking grill.
18. On charcoal grills, a full five (5) gallon bucket of water shall be located within the vendor area for emergency use.
19. Trash and other combustible waste material shall not be permitted to accumulate within or around the vendor area.
20. The sidewalk area behind the vendor areas shall be free of **ALL** storage and materials.
21. The use of extension cords shall be kept to a minimum. The cords shall be listed for outdoor use and shall be properly sized for their function. These cords shall also be protected against physical damage from both vehicles and pedestrians. Copper conductors shall not be visible through the insulation. Damage to the copper conductor insulation shall not be repaired and the extension cord shall be removed.
22. All fuel burning engines and generators shall be located so that the exhaust vents away from tents or other membrane structures. These generators shall be located at least three (3) feet from the structures. Fuel shall be contained in an approved safety can.
23. Rear sidewalk areas shall be kept clear and all trip hazards removed or mediated.

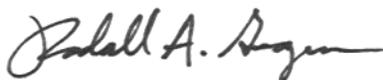
ARTS AND CRAFT VENDORS:

24. All tents and other membrane structures shall be securely anchored against wind loads from strong winds, storms, etc. A **MINIMUM** weight of **20 lbs. per leg (typical 4 leg structure)** shall be **physically attached..**
Note: The BTFD has the discretion to ask for additional weights due to structure sizes or configuration.

If the minimum tent or other membrane structure's weighting is not present during inspection, the vendor will be given a **MAXIMUM** of **2 hours** to comply with the weight requirements. If after such time a vendor has not complied, the BTFD and Beaver Creek Popcorn Festival Committee (BPFC) will close such vendor until the vendor complies. If the vendor does not then comply, the BTFD and BPFC will ask the vendor to leave the festival
25. The use of extension cords shall be kept to a minimum. The cords shall be listed for outdoor use and shall be properly sized for their function. These cords shall also be protected against physical damage from both vehicles and pedestrians. Copper conductors shall not be visible through the insulation. Damage to the copper conductor insulation shall not be repaired and the extension cord shall be removed.
26. All fuel burning engines and generators shall be located so that the exhaust vents away from tents or other membrane structures. These generators shall be located at least three (3) feet from the structures. Fuel shall be contained in an approved safety can.
27. Rear sidewalk areas shall be kept clear. All power cords or hazards shall have a protective cover or shall be covered by a similar means to minimize potential trip hazards.

If there are any questions on the guidelines, please contact the Beaver Creek Township Fire Prevention Bureau at (937) 426-1627.

Sincerely,



Randall A. Grogan, Fire Marshal
Beaver Creek Township Fire Department



Jim Hendley, Fire Prevention Specialist
Beaver Creek Township Fire Department

Note: Vendor Safety Letter updated 7/31/17.