



LIFE SAFETY REQUIREMENT SUMMARY FOR SPECIAL EVENT EXHIBITORS

[Note: It is the responsibility of the Coordinator of the Exhibit Show and the management of the facility utilized to inform the special event participants of these life safety requirements.]

- **Emergency exits** must be kept clear of obstructions at all times, to meet egress requirements.
- **Exit signs** are to be visible above each exit and unobstructed (e.g. by booth separations).
- **Aisles** are to be kept clear and maintained at their full width.
- Ensure you do not exceed the permissible **occupant load**, i.e. don't have more people than is allowed.
- Be familiar with the **Fire Safety Plan** for the event and host facility. Train your personnel to it!
- Keep **all exterior doors** and fire department hose connections clear and accessible at all times.
- **Motor vehicles** inside a display building are to have:
 - No more than ¼ tank of fuel.
 - Fuel caps locked or secured.
 - Vehicle batteries disconnected.
 - Keys should be readily available to aid their removal in the event of an emergency.
- **Small engines** (including ATV's) should be drained of gasoline, tank caps secured and batteries disconnected where applicable.
- **Bottled gas** (e.g. propane, natural gas) is not to be used within a building without the approval of an (Fire) Safety Code Officer.
- **Compressed gas cylinders** (e.g. helium bottles) are to be secured from falling.
- No lit candles or other **open flame devices** within buildings without approval of the (Fire) Safety Codes Officer.
- Each food booth using **cooking/heating devices** will require a minimum of a **2A 10BC extinguisher**. This description is found on the ULC (safety rating) label on the extinguisher.
- Food booth operators are to continuously monitor **smoke levels** from cooking devices such as deep fat fryers and grills.
- When **group seating** is provided, ensure that aisle width and seat placement meets safety requirements.
- Where permitted by local/provincial law, **smoking** is restricted to designated smoking areas.
- No use or storage of **dangerous goods** products on-site without prior approval of the Fire Marshal.
- Ensure that the proper **electrical wiring and extension cords** are utilized. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and plugs.
- Use **approved lighting** only. Ensure all heat sources are kept away from combustible materials (e.g. curtains).
- Design and furnish the event so that the **chance of a fire is eliminated** wherever possible. Minimize the amount of combustible materials/products present.

For more information explaining these points, please contact representatives of the special event or hosting facility or consult the Alberta Fire Code. Alternatively, contact Strathcona County Emergency Services at 780-467-5216.