



FLOWER MOUND FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

3911 SOUTH BROADWAY AVENUE | FLOWER MOUND, TEXAS 75028

PHONE (972) 874.6270 | www.flower-mound.com

MASS GATHERING/SPECIAL EVENT REQUIREMENTS

This document establishes the parameters for Assembly Events/Special Events under the Town of Flower Mound Ordinance No. 23-22 and the International Fire Code, 2021 Edition, Sections 404 and 3106.

The Flower Mound Fire Marshal's Office has developed this administrative explanation of policies and procedures for special events operating in Flower Mound. These code requirements and guidelines will help ensure public safety during your event.

I) General Fire Safety

- A) Exits
 - 1) All exits, aisles, and corridors shall be kept clear at all times.
 - 2) All required exit signs shall be self-luminous or internally or externally illuminated and readily visible, contrasting with decorations, interior finish, or other signs.
- B) Panic hardware, door closures, and gates shall be maintained and in working order.
- C) Portable fire extinguishers
 - 1) Fire extinguishers shall be provided where required. Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of a fire.
 - 2) Fire extinguishers shall be maintained in a fully charged and operable condition and kept in their designated places when not in use.
- D) No flammable, combustible, dangerous liquids or gasses shall be stored, used, or sold during this event.
- E) Crowd managers may be required for more significant events where the total number of persons in attendance exceeds 1,000 or when determined by the Fire Marshal.

II) General Information

- A) A copy of a site plan showing the event's layout shall be submitted to the Flower Mound Fire Marshal's Office no less than thirty (30) days before the event's start.
- B) The event director shall have an approved site plan on-site for review by representatives of the Flower Mound Fire Marshal's Office visiting the site.
- C) The event director shall obtain required permits (Building Inspections, EMS, Police Dept., Health Dept., etc.) and have them on-site or displayed as mandated.
- D) The Flower Mound Fire Marshal's Office may require an emergency action plan for the event.
- E) The Flower Mound Police Department should approve any use of personal or private security services, i.e., off-duty police officers or security companies.
- F) No firearms, ammunition, or dangerous weapons of any kind are allowed for display, show, or sale.

III) Emergency Vehicle/Fire Department Access

- A) Access must be maintained for emergency vehicles to buildings or structures. A 14-foot minimum width fire lane shall be maintained in the area used for the event. Access routes to the event shall be kept clear for emergency vehicles. These routes will require designation on-site.
- B) Fire hydrants, fire department connections, and fire protection devices shall be clear of obstructions within 3 feet.



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- C) Vehicle parking shall be restricted in the immediate event area; Exception: loading or unloading supplies.
- D) Fire Lanes shall not be obstructed or blocked for any reason unless prior authorization is given from the Flower Mound Fire Marshal's Office.
- E) If the Fire Marshal approves barricades for use in the fire lanes, please allow for quick removal in the event of emergency response from any emergency response personnel.
- F) Events, games, temporary structures, vending vehicles, or parking are not allowed in the roadways or fire lanes.

IV) Stands, Booths, Vending Carts

- A) All vending booths, stands, carts, or other structures or equipment shall be erected and ready for inspection by the Flower Mound Fire Marshal's Office a minimum of two hours before the event's opening to the general public.
- B) Stages, booths, stands, or vending carts for these events should be restricted from major access streets. Temporary structures should be erected in parking lots, fields, or parkland when possible.
- C) All stands shall be constructed to only allow vending to the street side or front. Without prior approval, there shall be no vending from the rear or sides of the stands.
- D) No stage, booth, stand, or vending cart shall be placed within 5 feet of a cross, connecting street, or alley, nor impede or obstruct the egress from any building.
- E) All vendors/concession stands are required to have fire extinguishers of sufficient size and type for the hazard involved. The extinguishers shall be at least a 2-A:10-BC rating or a kind suitable for the hazard involved. A larger extinguisher (20-BC rating) may be required for liquid petroleum (LP) gas and deep fryer cooking. Class K fire extinguishers shall be provided where there is a potential for fires involving combustible cooking media such as vegetable or animal oils and fats. The Class K fire extinguisher shall be at least 1.6 gallons. The fire extinguishers shall be displayed as required by the Flower Mound Fire Marshal's Office.
- F) Concession stands utilized for cooking shall have a minimum 10 ft clearance on two sides and shall not be located within 10 ft of amusement rides.
- G) All electrical devices, wiring, generators, and hookups for all pre-manufactured carts/trailers, booths, stands, stages, and other structures shall be inspected and approved by the Flower Mound Fire Marshal's Office before use.

V) Tents

- A) The special event permit does not allow the erection of a temporary structure. No tent structure in excess of 200 square feet or a canopy in excess of 400 square feet shall be erected or occupied for any reason without the approval of a permit for that structure. Tent permits and inspections can be obtained through the Fire Marshal's Office, and the final fire inspection can be scheduled by calling [972.874.6270](tel:972.874.6270).
- B) Requirements
 - 1) All membrane, air-supported, and air-inflated structures shall comply with NFPA 1, Section 25 and Chapter 31 of the International Fire Code, 2021 Edition.
 - 2) Any tent 200 ft² or canopy 400 ft² or over requires a permit from the Flower Mound Fire Marshal's Office, Inspection, and Permits.
 - 3) Tents and canopies used for food service require a permit from the Flower Mound Fire Marshal's Office.
 - 4) All electrical devices, wiring, and generators shall be listed and approved for use.
 - 5) Tents shall be permitted temporarily.



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- 6) All canopy and tent material shall comply with the flame resistance requirements set by the Fire Marshal's Office.
- C) The tent or canopy shall have a label affixed or an on-site certification stating that the tent complies with NFPA 701, California State Fire Marshal, or other testing standards approved by the Flower Mound Fire Marshal's Office. The on-site certification must identify the tent's make and model and the certifying testing agency.
- D) Tent Location
 - 1) All tents shall be located a minimum of 20 ft from any structure. The location and placement of a tent shall not block any exit from a structure. The placement shall not create a situation where the building occupants exit through the tent to get to a safe area.
 - 2) A 10ft separation is required after every 100 ft of tents. In addition, two rows of tents are allowed to be set up back-to-back; then, a 10ft separation is required before another row of tents may be set up.
 - 3) Tents and canopies shall not be set up inside a building unless approved by the Flower Mound Fire Marshal's Office.
- E) Cooking/Food Warming in Tents
 - 1) The public shall not occupy canopies or tents used for cooking. All cooking operations shall take place under a separate canopy.
 - 2) For specific information on cooking and food warming in tents, refer to **OPEN FLAME DEVICES** (Page 6).
- F) Heating of Tents
 - 1) Only heating devices labeled by a recognized testing laboratory, i.e., UL, shall be used.
 - 2) Electrical heating units inside a tent shall be approved by the Flower Mound Fire Marshal's Office.
 - (a) Fuel-fired devices shall be located on the tent's exterior and air ducted into the tent.
 - (i) Propane tanks/cylinders are not allowed inside the tent and must be a minimum of 5 feet from any door or opening on the exterior; 10 feet if only one means of egress.
 - (ii) Tanks shall be secured upright and protected from vehicle traffic.

VI) General Safety Features for Tents

- A) Exits
 - 1) Exits from tents shall not be obstructed.
 - 2) Guide wires, or tent stakes shall not obstruct egress.
 - 3) Two exits shall be provided from the tent if its capacity exceeds 50 persons. All tents shall have a minimum of 1 exit.
 - 4) Exit signs shall be provided and be self-luminous or internally or externally illuminated.
 - 5) Tents with sides shall have egress doors that are a contrasting color.
 - 6) Emergency lighting is required when artificial lighting is provided in the tent.
- B) Candles and open flame devices (Refer to **OPEN FLAME DEVICES** - Page 6.)
- C) A minimum of 1 portable fire extinguisher with a rating not less than 2-A: 10-BC shall be provided.
- D) Generators and other internal combustion power sources shall be separated from temporary membrane structures or tents by a minimum of 5ft. They shall be protected from contact by fencing, enclosure, or other approved means.
- E) Hay, straw, shavings, or similar combustible material shall not be permitted within the structure unless approved by the Fire Marshal's Office.



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VII) Mobile Food Preparation Vehicles

- A) Mobile food preparation vehicles are not allowed to operate within the Town limits, at any function or event, without prior permitting and inspections by the Flower Mound Fire Marshal's Office. Food truck operators must apply for a permit and pass a fire inspection before any operations commence within the Town of Flower Mound. Permits and inspections can be obtained and scheduled by calling [972.874.6270](tel:972.874.6270).
- B) For this purpose, mobile food preparation vehicles mean push-cart trailer, enclosed trailer, or truck that uses propane or other heat sources to prepare food or beverage for sale.
- C) All mobile food preparation vehicles shall have a valid Town of Flower Mound inspection permit issued by the Fire Marshal's Office. Permit must remain on-site during operation.
- D) Placement
 - 1) Platform shall be 10' from any structure (permanent or temporary), vehicle, or combustibles.
 - 2) Not blocking any exit, fire hydrant, or FDC
 - 3) Not in the fire lane.

VIII) Membrane, Air-Supported, and Air-Inflated Structures

- A) Roofs
 - 1) Membrane material shall not be used where the fire resistance ratings are required for walls and roofs.
 - 2) With approval by the Flower Mound Fire Marshal's Office, membrane materials shall be permitted to be used where every part of the roof membrane is sufficiently above every fire potential.
 - 3) The flame spread index of all membrane materials exposed within the structure shall be Class A.
 - 4) All membrane fabric shall comply with the flame resistance requirements set by the Flower Mound Fire Marshal's Office. The Flower Mound Fire Marshal's Office requires a certificate or other evidence of acceptance by an organization acceptable to the Flower Mound Fire Marshal's Office.
- B) Pressurization of air structures
 - 1) The system shall include automatic control of auxiliary blower units to maintain the required operating pressure. The auxiliary blower unit(s) shall operate automatically if there is any loss of internal pressure or if an operating blower unit becomes inoperative.
 - 2) Not less than two blower units shall be provided, each of which can maintain full inflation pressure with normal leakage.
 - 3) Blower systems shall be weather protected.
 - 4) All membrane, air-supported, and air-inflated structures shall comply with NFPA 1, Section 25 and Chapter 31 of the International Fire Code, 2021 Edition.

IX) Confined Areas

- A) Areas for outdoor events secured by fencing or other means require sufficient exits (gates) for the occupancy of the area confined.
- B) The Flower Mound Fire Marshal's Office may require emergency lighting, exit signs, and other safety features for the confined area.
- C) The Flower Mound Fire Marshal's Office may allow alternative measures to designate the exits and gates.



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X) Portable Grandstands

- A) Portable grandstands shall be self-contained and shall have within them all necessary parts to withstand and restrain all forces that might be developed during occupancy.
- B) Portable grandstand construction shall be skillfully accomplished to produce the strength required by design.
- C) Portable grandstands shall be installed to meet or exceed the bearing capacity.
- D) Places beneath grandstands shall be kept free of flammable or combustible materials unless an approved, supervised automatic sprinkler system is installed.
 - 1) In non-sprinklered facilities, accessory uses of 300 ft² or less, such as ticket booths, toilet facilities, or concession booths, where construction is noncombustible or fire-resistive may be approved by the Flower Mound Fire Marshal's Office.
 - 2) In non-sprinklered facilities, rooms less than 1000 ft² that are enclosed in 1 hour or more fire-resistant construction may be approved by the Flower Mound Fire Marshal's Office.

XI) Electrical

- A) Extension cords
 - 1) Extension cords shall not be utilized as permanent wiring.
 - 2) Extension cords must be sized (minimum 16-gauge, grounded) to the device in use. Small household cords shall not be used.
 - 3) Extension cords shall not be spliced together.
 - 4) Cords should be visible or accessible along their entire length so that any damage or deterioration can easily be detected.
 - 5) Only extension cords rated for exterior use shall be used outdoors.
- B) Multi-strip/Multi-plug - Any device plugs into a receptacle, allowing that receptacle to supply power to more appliances or fixtures than initially designed.
 - 1) A breaker-protected, strip outlet, multi-plug, and permanent wiring shall be utilized when multiple outlets are needed.
 - 2) Multiple strips/multi-plugs or extension cords shall not be chained together to form a more extended service.
- C) All equipment, appliances, and devices required to be grounded shall be grounded per the manufacturer's instructions. Three-prong to two-prong adapters shall not be used.
- D) Electrical panel
 - 1) All storage shall be kept 36 inches away from all electrical panels.
 - 2) All doors or panels will be kept closed.
 - 3) Blanks shall be placed in open panels. All tape or devices used to keep breakers from functioning shall be removed.
 - 4) All work done in the electrical panels will require a permit from Flower Mound Building Inspections.
- E) A recognized testing laboratory shall list all cords and equipment. (Example UL)

XII) Heating/Air Conditioning

- A) Only devices with a certification from an approved testing agency shall be used.
- B) Electric heating units shall have approval for the locations the unit is being used.
- C) Fuel-fired devices shall be located on the exterior and air ducted inside.
- D) Combustibles shall be kept clear of all heating units according to the manufacturer's recommendations.



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- E) Exit doors shall not be obstructed.

XIII) Generators

- A) Portable generators
- 1) Shall not be operated or refueled within buildings, on balconies, or roadways.
 - 1) Shall be positioned so that the exhaust is located as follows:
 - (a) At least 10 ft away from building openings or air intakes.
 - (b) At least 20 ft in any direction from a tent or membrane structure.
 - (c) The exhaust shall be directed away from any structure.
- B) During refueling of gasoline-powered generators or other equipment:
- 1) Turn off open flame devices in the area during refueling.
 - 2) Allow the motor to cool.
 - 3) Refill from an approved safety vessel.
 - 4) Wipe away any spillage on the unit.
 - 5) Have a responsible adult present with the knowledge and ability to use a fire extinguisher. That responsible adult has the fire extinguisher in hand and ready to act in case of emergency.
 - 6) Mobile (large) gasoline-powered generators shall be fueled during the off hours.
 - 7) Storage of gasoline on the site shall be at the direction of the Flower Mound Fire Marshal's Office.

XIV) Open Flame Devices

- A) No open flame devices shall be used in any assembly occupancy unless permitted by the Flower Mound Fire Marshal's Office.
- B) No fires, or open flame devices of any kind, including portable grills or fire pits, are allowed without the approval of the Fire Marshal's Office.
- C) Cooking under a tent requires a separate permit. Cooking tent permits and inspections can be obtained through the Fire Marshal's Office, and the final fire inspection can be scheduled by calling [972.874.6270](tel:972.874.6270).
- D) Cooking/Warming Operations
- 1) All devices in connection with the preparation of food shall
 - (a) be installed and operated to avoid hazards to the safety of occupants.
 - (b) be of the approved type and shall be installed in an approved manner.
 - 2) Cooking equipment installed in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or roof enclosures, shall comply with the requirements set forth by the Flower Mound Fire Marshal's Office.
 - 3) Food warming devices shall meet the following requirements.
 - (a) It is recommended that only electric devices be utilized.
 - (b) Chafing dishes using an open flame must be designed for this type.
 - (c) Chafing dish containers for the devices must be in place.
 - (d) Only devices (such as Sterno cans) designed with chafing dishes shall be used.
 - (e) A snuffing device designed with the chafing dish container shall be kept near the serving area.
 - (f) Food serving lines shall not obstruct exits.
 - (g) Combustible materials or decorations shall not be used near the serving dishes.
 - (h) Extra fuel containers shall be kept at a location remote from the serving area.
 - (i) A responsible person shall be identified to ensure the devices are entirely extinguished



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at the end of the event before disposal. Devices shall be disposed of when cool to the touch.

- E) The Flower Mound Fire Marshal's Office has the authority to prohibit any open fires and open flame devices in any structure, i.e., open fires and open flame devices in barns, etc.
- F) Warming foods and similar operations using solid flammables or devices that do not pose a fire hazard shall be permitted.
- G) If heating and cooking devices are approved, they shall not be located within ten feet of an exit or combustible materials. **For cooking underneath a tent, the tent shall have a fire rating tag affixed to the tent by the manufacturer indicating compliance with NFPA 701. All frying processes shall include a "K" Class Fire Extinguisher.** A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure, and the interior contents.

XV) **Open and Recreational Fires**

- A) All open fires (burning) are prohibited.

XVI) **Pyrotechnic Devices and Displays (Fireworks)**

- A) Personal fireworks are not allowed within the Town of Flower Mound.
- B) Commercial pyrotechnic displays require a separate permit. Permits and inspections can be obtained through the Fire Marshal's Office, and the final fire inspection can be scheduled by calling [972.874.6270](tel:972.874.6270).

XVII) **Compressed Gas Cylinder Requirements**

- A) Propane shall be limited to one 20-pound cylinder per appliance for residential-type cooking devices, 60 pounds for appliances rated at 80,000 BTU/hr., and 120 lbs. for appliances above 80,000 BTU/hr.
- B) Cylinders/tanks in storage shall be located to minimize exposure to excessive temperature, physical damage, or tampering. The Flower Mound Fire Marshal's Office will approve the location for spare cylinder storage.
- C) Cylinders/tanks shall be in the good physical condition and shall have a hydrostatic date stamp.
- D) Cylinders/tanks shall be secured upright with an acceptable method that prevents the tank from tipping over.
- E) Cylinders/tanks shall be protected from vehicle traffic.
- F) Cylinders/tanks shall be located at least 5 feet from any doorway or opening (10 feet if only one means of egress), cooking or heating equipment, or open flame device.
- G) Flammable gas cylinders (attached to a device or unattached) shall not be stored in a structure or on a porch, deck, or balcony.

XVIII) **Vehicle Display in Occupancies**

- A) This procedure intends to provide safety to the public whenever vehicles are kept inside a public building for display purposes.
- B) General safety requirements.
 - 1) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
 - 2) At least one battery cable shall be disconnected from the battery(ies) used to start the vehicle engine. The cable(s) shall then be taped to prevent accidental energizing.
 - 3) Batteries used to power auxiliary equipment may be permitted to be kept in service.



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- Requests for this exemption shall be received by the Flower Mound Fire Marshal's Office before the event date. All requests shall include the method used to disable the vehicle from starting.
- 4) Fueling or defueling of vehicles shall be prohibited once inside any structure.
 - 5) Vehicles shall not be started or moved during show hours.
 - 6) Displayer shall provide a name and a 24-hour telephone number for a responsible person for the vehicle. This information shall be kept with the vehicle, the security office, and the management office.
 - 7) An ignition key and door key shall be made available. This key may be with the security office or the management office.
 - 8) At no time shall the vehicle placement impede or otherwise block any exit or exit access.
- C) Gasoline-powered vehicles' fuel tanks shall not be more than one-half full or contain more than 10 gallons (37.9 Liters) of fuel, whichever is less.
- D) LNG and LPG Vehicles
- 1) Compressed flammable gases are not allowed.
 - 2) The Flower Mound Fire Marshal's Office may permit limited use of flammable gases under special circumstances.

XIX) Special Events

- A) Crop mazes
- 1) The following are prohibited within the confines of a crop maze:
 - (a) Smoking
 - (b) Open flame-producing devices or equipment
 - 2) Fireworks shall not be discharged within a minimum of 300 ft of any crop maze at any time.
 - 3) The owner or operator shall advise all employees of the fire and life safety regulations before assuming their duties. The owner, operator, or employees shall provide safety instructions to visitors and patrons before entering the maze.
 - 4) A minimum of 2 employees shall be on duty monitoring during hours of operation. A minimum of 1 employee shall be located on an elevated platform at least 10 ft above the maze.
 - 5) Motorized vehicles shall not be parked within 75 ft of a crop maze. A fuel break of at least 20 ft shall be cleared between a crop maze and any vehicle, building, or vegetation outside the maze.
 - 6) A public address system shall be readily available for emergency announcements.
- B) Fireworks
- 1) Refer to "Pyrotechnic Devices and Displays" (*Page 7*)
- C) Dark rides/ Haunted houses /Amusement Rides
- 1) Exits
 - (a) Each exit and the access shall be indicated and marked by directional exit signs as necessary so that every occupant can readily see the direction of escape from any point.
 - (b) Exit signs shall be self-luminous or internally or externally illuminated.
 - (c) Any doorway or passageway that is not an exit or a way to reach an exit shall be marked with a "No Exit" sign.
 - 2) Emergency lighting is required along all means of egress.
 - 3) The Flower Mound Fire Marshal's Office may require an approved sprinkler system and an approved automatic smoke detection system.



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- 4) A minimum of one 2A:10BC fire extinguisher shall be appropriately mounted near an exit.
- 5) All staff shall be trained and drilled in the duties they are to perform in case of any emergency evacuation.
- 6) Smoking and using pyrotechnic or open flames shall be prohibited inside and around the outside of the building/ride.
- 7) An owner may only operate an amusement ride if the amusement ride has been registered and inspected and the State inspector has issued a certificate of inspection.