

## FIRE DEPARTMENT SPECIAL EVENT CHECK-OFF SHEET

The following is a list of common issues that may need to be addressed for any special event happening within the City of Palo Alto. The list may not contain all relevant issues for a given event, and may contain issues that are not relevant. *(Check all that apply)*

* Can the event be classed as a carnival or a fair?	<input type="checkbox"/>
* Are there to be any tents or canopies. What are (is) their sizes and/or configurations?	<input type="checkbox"/>
Are there to be any outdoor stages or reviewing platforms	<input type="checkbox"/>
* Is an area to be used as an assembly area that is not ordinarily classed as assembly area?	<input type="checkbox"/>
* Will there be any audience seating areas? If so, how many seats? How will the seats be arranged?	<input type="checkbox"/>
* Will there be any portable generators? Diesel fueled? LPG fueled? Natural gas fueled?	<input type="checkbox"/>
Will there be any portable heaters? If so, how are they fueled? How are they installed?	<input type="checkbox"/>
* Are there any outdoor cooking areas or booths? Stoves? Bar-B-Q's? Deep fat fryers?	<input type="checkbox"/>
** Has the County been notified about outdoor cooking? (408) 299-6072 (Christine Crosby)	<input type="checkbox"/>
Will there be any outdoor eating areas? How are the tables and chairs arranged?	<input type="checkbox"/>
Is there to be a parade vehicle staging area?	<input type="checkbox"/>
* Will there be any campfires? Bonfires? Firworks? Torches? Candles? Pyrotechnics?	<input type="checkbox"/>
** Is there to be any outdoor electrical wiring? How are the wires to be protected?	<input type="checkbox"/>
* Is there any Haz. Mat.? (Propane, butane, gasoline or diesel tanks? Helium cylinders?)	<input type="checkbox"/>
Is the event scheduled to happen at night? Is there adequate emergency lighting? Exit signs?	<input type="checkbox"/>
* Is there a need for stand-by Paramedics or EMTs?	<input type="checkbox"/>
** Are any roads or sidewalks going to be closed? Barricaded? Chained? Blocked?	<input type="checkbox"/>
Is access adequate for emergency vehicles?	<input type="checkbox"/>
Is the event going to create any dead-end Fire access routes?	<input type="checkbox"/>
Will there be any vehicle parking within 30 feet?	<input type="checkbox"/>
Is there to be adequate exiting from the event? Adequate lighting along the exit path?	<input type="checkbox"/>
Is the event likely to block any existing exits from nearby buildings?	<input type="checkbox"/>
* Are any fire permits needed? Fees paid? Inspections completed?	<input type="checkbox"/>
* Will a Fire Watch be needed to mitigate any outstanding code violations?	<input type="checkbox"/>
Will fire extinguishers be needed? What are the sizes and types?	<input type="checkbox"/>
Is fire hydrant access being blocked?	<input type="checkbox"/>
Will there be any day-care at the event? Describe the exiting from this area?	<input type="checkbox"/>

\* *Specific Fire Department permits and/or fees may be required*

\*\* *Permits may be needed from other agencies, in addition to Fire Department approval.*