



ONTARIO FIRE DEPARTMENT FIRE PROTECTION STANDARD

ONTARIO CONVENTION CENTER STANDARDS
STANDARD #F-001 REVISED 03-13-18 PAGES 10

ONTARIO CONVENTION CENTER QUALITY EVENTS WITH GOOD SAFETY STANDARDS

FIRE PREVENTION REQUIREMENTS

Throughout this document, the Ontario Convention Center may be referred to as OCC.

1. All plans should be submitted to the Ontario Convention Center Operations Department prior to the commitment of booth or “lobby” space. The Ontario Fire Department and the Ontario Convention Center reserve the right to move or eliminate booths at their discretion.
2. The Ontario Convention Center must submit plans to the Ontario Fire Department a minimum of fourteen (14) business days prior to the event.
3. Plans must be drawn to scale and be an actual representation of the event. General plans showing maximum Convention Center layouts are not acceptable.
4. Plans must show all booths, aisles, exits, display areas, islands, registration desks, or any other item which is set up on the floor area. Locations of all motor vehicles, cooking, food carts, operating machinery, hazardous operations, draping, and fencing must be shown.
5. All seating areas and dining areas must have details showing the chair and table set-up with aisles. (At a minimum, gang-locking is required for all loose or non-fixed seating.)
6. Travel distance to an exit aisle from a seated position shall not be more than 30 feet. Vertical and horizontal aisles may be required based on the number of tables. Tables and chairs may not be placed in front of exit doors.
7. Large island-booths must show required aisles, which pass through the island.
8. Aisles passing support columns in the Exhibition Hall must have 36 inches minimum clearance unless the booth is flush with the column.

9. The Bureau of Fire Prevention must be notified 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.
10. A stamped and signed approved plan must be posted at the event in a location readily accessible to the Fire Inspector. Any change in the plan must be marked in red on the posted plan, and initialized by a member of the Bureau of Fire Prevention.

FLOOR PLANS

The following are the Ontario Convention Center and the Ontario Fire Department's minimum fire prevention and public safety requirements for ALL EVENTS in the OCC, including the Exhibit Halls, the Arena, Terrace and Center Theater, Ballroom, Meeting Rooms and "Lobby".

All plans will be inspected by the OCC's Event Services Department, Concessionaire and the Ontario Fire Department. The plans will then be authorized and stamped approved. Three sets of plans will be required, once approved, the OCC will retain two sets and the Fire Department will retain one set.

Any changes will be made to the approved floor plans at an event coordination meeting one week prior to an event. This meeting will include all concerned parties of the OCC and members of the Licensee's Staff. All changes made at the event coordination meeting must be approved by the Ontario Fire Department. Any changes made after the meeting (within the one-week period) must also be approved by the Fire Department. No changes to the already approved floor plans will be accepted after this period without proper approval from the OCC and the Fire Department.

EXITS AND AISLES IN DISPLAY AREAS

1. Aisles, when required, shall be a 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 submitted in writing and approved in writing by the OCC and the Ontario Fire Department.
5. All chairs must be included in booth size. Decorator / Licensee must allow for loose chairs, a minimum of two (2) to three (3) feet in width.

6. Where loose seating is allowed, the seats shall be gang-locked and aisles maintained at all times.
7. All main aisles and cross aisles are subject to Fire Department approval dependent upon the overall exiting plan.

OBSTRUCTIONS

Aisles and exits--as designed on approved show plans--shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etcetera, shall not be placed in the booth area into the aisles. Directional exit signs may be required when exits or exit signs are not readily visible. Cords, ropes and mechanical rods, laid on the floor in aisles and exit ways, shall be properly covered/taped down to prevent a tripping hazard.

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

ELECTRICAL/COOKING APPLIANCES

Electrical appliances and cords must be U.L. approved.

All temporary electrical wiring will stay accessible and be free from debris and storage materials. Electrical wiring may not be covered by floor coverings. They may be taped down or protected in proper cord covers and cable protectors, to prevent tripping hazards in the public accessible areas.

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front sides of the appliance. A permit is required for the use of propane or butane for cooking purposes. Quantities will be limited to two – 17 ounce containers. These requirements do not apply to microwave ovens, coffee pots, rice cookers, crock pots, chaffing dishes, or popcorn wagons.

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 liquids are allowed in the building without a permit from the Ontario Fire Department.

3. When displaying a flammable or combustible product, the display container shall be empty. Limited product may be permitted per Ontario Fire Department requirements.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the Ontario Convention Center complex. Designated smoking area may be established. See the Ontario Fire Department for further details.

FIRE DEPARTMENT – SPECIAL PERMITS

Request for permission to permit the following shall be made a minimum of fourteen (14) business days in advance of the show:

1. Display and operate any heater, barbecue, heat-producing device or open flame, candles, lamps, lanterns or torches.
2. Display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
3. The use of Liquefied Petroleum Gases is prohibited throughout the Ontario Convention Center complex unless by special permit only.
4. Use or storage of flammable liquids, compressed gases or dangerous chemicals shall only be allowed per the California Fire Code.
5. Displaying an operating internal combustion engine is prohibited, but may be allowed by permit only--issued by the Ontario Fire Department.

FLAME-RETARDANT TREATMENT

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to a Class 1 flame/smoke spread, by either a State Fire Marshal's certification of flame retardancy and/or the ability to pass a field flame test. Exception: items offered for sale shall be treated in the same manner as all items for retail. Storage shall be allowed accordingly.

CARPETING ON WALLS OR CEILINGS

When used as interior wall or ceiling finish, carpeting and similar materials having a napped, tufted, looped or similar surface, shall have a Class 1 flame-spread classification.

SPECIAL FINISH MATERIALS

Any material having a brushed or nap finish, such as but not necessarily limited to, carpeting materials, shall have a Class 1 flame spread rating of not more than 25, regardless of location.

INTERIOR FINISH OF DECORATIVE MATERIAL

Unframed Rigid Combustible Material:

Rigid combustible decorative material and assemblies of materials--not more than 1/4 inch in thickness--used for folding doors, room dividers, decorative screens and similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

Framed Rigid Combustible Decorative:

Materials: Rigid combustible decorative material and assemblies of materials--not more than 1/4 inch in thickness--used for folding doors, room dividers, decorative screens and similar applications, which are installed with all edges protected, shall conform to the following:

1. All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4-inch dimension.
2. The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed.

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.

Furniture with foam padding, including chairs, couches and chair covers shall meet TB117 flame retardant requirements in sprinklered areas and TB133 flame retardant requirements in non-sprinklered areas.

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

Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary, by the Bureau of Fire Prevention Bureau, 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 authority having jurisdiction.

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

MOTOR VEHICLE DISPLAY

The following are the Ontario Fire Department's minimum fire safety requirements for public display of motor vehicle assemblage occupancies:

Fuel Powered Vehicles

Fuel Tanks: A maximum of a ¼ tank or 5 gallons, whichever is less, of fuel shall be in the fuel tank. Caps for fuel tank fill pipes shall be of the locking type and maintained locked. If it is not practical to attach such a cap, an alternate method may be employed with permission of the Ontario Fire Department.

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.
4. If a "kill-switch" is equipped, then a proper lock-out, tag-out method may apply in lieu of the above.

Fueling of vehicles inside the building or in the loading dock area is prohibited at all times.

CNG or LP-gas Powered Vehicles

When parked inside, the following must be met:

1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while vehicle is indoors.
2. The hot lead of the battery shall be disconnected.

Location of All Vehicles: 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. Repair or maintenance of vehicles in the Convention Center is prohibited.

TWO-STORY BOOTHS/STRUCTURES

Submit booth diagram that includes a wet stamp from a California Licensed Structural Engineer. The occupant load from the structural engineer must be included on the diagram. Booths that do not have approval from the Ontario Fire Department shall not be occupied or have storage on the second floor.

Plans must be submitted to the Ontario Fire Department a minimum of fourteen (14) business days prior to the event.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke alarm placed on the ceiling for every 900 square feet. A 2A:10BC type fire extinguisher equipped with a California State Fire Marshal tag, serviced within a year, must also be provided within the booth space. The extinguisher shall be in addition to the venue's regularly placed extinguishers.

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

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 Ontario Fire Department Fire Safety Officer, OFD Fire Suppression Officer or Bomb Technician.
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 Ontario Fire Department.
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 Ontario Fire Department and the Office of the California State Fire Marshal.
4. Prior to the special effects/hazardous condition activity, 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 effects coordinator, pyro technician, 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 a plan to provide for communications, rescue, emergency medical, fire control and extinguishment. **The OFD Fire Safety Officer shall be notified immediately prior to the special effects, pyrotechnic, flammable liquid or open burning activity.**

5. The OFD Fire Safety Officer shall be provided with a production company radio, if the scale of the production warrants. **OFD Fire Safety Officer(s) and/or OFD Fire Suppression Personnel and equipment shall be provided at the production company's expense, if required by the Ontario Fire Department.**
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 fire works. Insurance requirements for such public displays shall be in accordance with Title 19 CCR, Chapter 6 Article 15.

FIREWORKS AND/OR PYROTECHNICS

Listed below are the requirements for any inside fireworks display held in the City of Ontario:

1. No fireworks display will be allowed during an open dance floor concert.
2. Fireworks are allowed when:
 - a. A pyro technician licensed by the California State Fire Marshal has obtained a permit through the Ontario Bureau of Fire Prevention. This technician must be present for the fireworks display.
 - b. If the Fire Safety Officer present feels unsure about the proposed display, he may require the pyro technician to demonstrate the firework in question outside in a clear area.
3. A Fire Safety Officer will be required anytime a fireworks display is planned at the applicant's expense.
4. Applications for permits shall be made in writing at least fourteen (14) business days prior to the date of the display.
5. Only those fireworks that were approved--prior to issuing the permit--will be allowed during the display. Any additional unauthorized fireworks displayed during the show may result in voiding the permit and/or rejecting any future permits for events by the involved company.

USE OF CANDLES AND OPEN FLAMES

Contact the Ontario Fire Department Bureau of Fire Prevention for code requirements prior to use, a permit is required.

STANDBY FIRE SAFETY OFFICER

Whenever, in the opinion of the 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, context of activity, the owner, agent or lessee shall employ one or more experienced fire safety officers, as required and approved by the Chief, to be on duty at such a place. Said fire safety officers shall be subject to the 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 should an emergency situation occur. Fire safety officers shall not be required or permitted, while on duty, to perform any other functions than those herein specified.

Examples of events that may require standby are, but not limited to, the following:
Pyrotechnics, oil and sometimes water-based haze, lasers, events where the capacity overflows into tents/canopies located outside, vaping conventions, etc.

We especially direct your attention to the fact that compliance with the requirements of the Fire Department does not preclude the necessity of complying with the regulations of other authorities and/or licensing agencies.

For additional information, please contact the Bureau of Fire Prevention.

Monday through Thursday

7:00am to 6:00pm
(909) 395-2029

Ontario Fire Department
415 East B Street
Ontario, CA 91764

OR

Friday

8:30am to 5:30pm
(909) 395-2029

City Hall – Fire Permit Counter
303 East B Street
Ontario, CA 91764

ONTARIO CONVENTION CENTER EXHIBITOR
GENERAL RULES & REGULATIONS

- If your booth generates boxes or trash during show hours, porter service is recommended. Assurances must be made in order to prevent the excessive accumulation of trash.
- Please remember not to throw boxes or trash generated during show hours into the aisles.
- No item whatsoever is to be placed in the aisles (tables, chairs, products, etc.)
- All decorations and items within your booth must be treated with flame retardant/subject to a flame test. If you have any questions, please contact the Ontario Fire Department.

*Courtesy, loyalty and service is the motto of the Ontario Fire Department.
Let us know how we may help make your event at the Ontario Convention Center
enjoyable and safe!*