



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

SAFETY GUIDELINES

INDIANA STATE FAIRGROUNDS & EVENT CENTER

Fire code, life safety, permits and variance information
Updated January 2019

Fairgrounds Security: 317-927-7520

All information subject to change

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The purpose of this information is to provide guidance on fire and life safety requirements for event organizers utilizing Indiana State Fairgrounds & Event Center's (ISFEC) facilities. This information contains guidance for common fire and life safety issues; it is by no means all-inclusive, as every event presents different hazards. Indiana Fire Code (IFC), where applicable, is referenced in parenthesis. Throughout this document, Indiana State Fair Commission is referenced as ISFC. If there are any questions about fire or life safety issues, contact Fairgrounds Security at (317) 927-7520.

INDIANA FIRE CODE COMPLIANCE

It is expected that all event organizers follow these fire and life safety requirements and adhere to the Indiana Fire Code regulations. The Indiana State Fairgrounds & Event Center maintains an Amusement & Entertainment Permit with the Indiana State Fire Marshal's Office. There may be an occasion where one or more aspects of an event violate these guidelines or fire code regulations. To ensure a safe event and that rules are not violated, the event organizer may need to apply for a special endorsement to the ISFEC permit or a variance. To determine if an endorsement or variance is required, you should contact the Fairgrounds Security Office at 317-927-7520. This should be done at least 4 months prior to the show dates.

Special Endorsement Permit

The Indiana State Fair Commission holds an Annual Entertainment Permit with the Indiana State Fire Marshal's Office. For most events, this is sufficient for compliance with Indiana Code. Some events, however, may require a "Special Endorsement" to the ISFC Annual Entertainment Permit. The instructions for a Special Endorsement and the form can be obtained from the IDHS website <http://www.in.gov/dhs/2795.htm>:

- Scroll down to Online Application for Amusement & Entertainment Permit
- Search by Permit Number: AE4922518
- Click Indiana State Fairgrounds Annual
- Click Apply for Special

Events with the following characteristics must apply for a "Special Endorsement":

- Live entertainment of any kind.
- Indoor sporting events with spectator crowd.
- Flying or hanging rigging for lights, sound, etc.
- Stage.
- Tents and/or canopies 400 square feet or larger.

Variance

If an aspect of an event violates the fire code, the event promoter should consult with ISFC (Fairgrounds Safety & Security Department) staff first, then seek a variance from the Indiana State Fire Commission. This variance application can be obtained from:

<http://www.in.gov/dhs/3554.htm>, Variance Application and Instructions. The form has complete instructions and fee schedule. The promoter will be presenting their request at the monthly meeting of the Fire Prevention and Building Safety Commission.

DEADLY WEAPONS

The Indiana State Fairgrounds and Event Center is a quasi-state agency that is governed by the Indiana Administrative Code (IAC). The IAC expressly prohibits the possession of deadly weapons of any kind on the property unless such weapon is intended for sale or trade at an event (i.e. Gun & Knife Show).

Any deadly weapon found in the possession of a person while on the State Fairgrounds is subject to immediate confiscation. Any person properly licensed to carry a firearm will be asked to secure the firearm in a locked compartment of his/her vehicle that is not visible to passersby. Anyone who refuses to return the weapon to their vehicle will be subject to removal from the property and may receive a trespass order preventing their return for up to one year.

Federal, state or local law enforcement officers are permitted to carry on the property as are those individuals authorized or employed by the ISFEC Commission to provide security protection and services.

RESPONSE TO ANY EMERGENCY

Any and all emergencies **MUST** be reported to Fairgrounds Security immediately by calling (317) 927-7520. Our trained staff will respond appropriately to the situation. Fairgrounds Security may dispatch on-site medical, fire, or law enforcement resources or call 911.

Due to the size and various events on the Fairgrounds, it is important for the Security team to speak with 911 to help them navigate the Fairgrounds and provide the best response possible. With responders on-site during events, notifying Fairgrounds Security may provide a quicker response than notifying 911. If a guest or event staff notifies 911 of an emergency, it is important to immediately call Fairgrounds Security so Security may assist the emergency responders.

Incident Reports

Fairgrounds Security **MUST** document any incident that involves an ISEFC staff, ISFEC guest, or event staff. This may include a vehicle accident, theft, medical emergency, minor medical incident, use of fire extinguisher or fire, property damage, etc. It is mandatory to notify Fairgrounds Security of any incident.

To receive a copy of an incident report, a request must be submitted in writing. Requests can be made via email (securityreports@indianastatefair.com) or sent to the Contracts Office (1202 E. 38th Street, Indianapolis, IN 46205). Please allow 7 business days for a report to be considered final.

EMERGENCY EVACUATION PROCEDURES

In certain emergency situations first responders or ISFEC staff may order the evacuation of certain buildings or outdoor spaces or instruct people in those spaces to shelter-in-place. Evacuation or shelter-in-place may be necessary due to a nearby hazard not directly related to the event. When such actions are warranted, ISFEC staff and/or first responders will advise you, your staff, and your guests on the appropriate action to take.

Event staff should be ready to assist in directing all guests and persons unfamiliar with the buildings out of the facility or to the shelter area(s). Event staff should follow standard crowd management procedures and the instructions of ISFEC staff.

Event staff should make sure all exits and pathways are open and clear throughout the course of the event. All items such as tables, chairs, turnstiles, etc. should be moved out of the flow of traffic. In an emergency, all exit doors should be opened to expedite egress.

Personnel stationed near back of house areas should check and clear all office areas during an evacuation. All doors should be closed after a room has been checked.

Emergency Evacuation Review:

1. Know the exits in your building/area (primary, secondary, and tertiary).
2. Respond quickly and calmly to instructions from ISFC staff or first responders.
3. Guide guests to exits.
4. Do not use elevators.
5. Ensure that your area is totally evacuated.
6. Give special attention to those with special needs.

Occupancy

The event promoter/organizer shall assume responsibility for compliance with the occupancy rate for the premises as established by the Indiana State Fire Marshal's Office and as posted in the premises (IFC 1004.1). The event layout does affect the maximum occupancy load.

Blocked Exits/Aisle Width

No objects, displays, vendor booths, or equipment shall block exits or aisles. All exits and aisles should be kept clear and unobstructed.

- Obstructions shall not be placed in the required width of any means of egress (IFC 1003.3)
- Egress doors shall be readily operable from the egress side without the use of a key or special knowledge or effort (IFC 1008.1.9)
- The minimum aisle width per ADA requirements is 36 inches and this must be maintained throughout the event
- Displays, vehicles, or objects outside of the building must not obstruct exit doors

Exit Signage

Exit signs shall be readily visible and illuminated at all times building is occupied (IFC 1011.1, 1011.3). Do not hang drapes or other items over exits and exit signs.

FIRE PROTECTION

Fire Extinguishers

Fire extinguishers are provided by ISFEC throughout buildings as required and are inspected regularly. If you use a fire extinguisher, notify Fairgrounds Security right away so an incident report can be taken, and the fire extinguisher can be replaced.

- Fire extinguishers are not to be blocked or obstructed.
- Areas where cooking involves solid fuels or vegetable/animal oils and fats (i.e. fryers) shall be protected by a Class K rated portable fire extinguisher located within 30 feet of the cooking area (IFC 904.11.5).
- Fire extinguishers shall be installed, serviced, maintained, and tagged on an annual basis. ISFC maintains facility fire extinguishers (IFC 906.2); this same requirement applies to extinguishers owned by the event organizer or exhibitors.

Pull Stations & Strobes

- Fire alarm pull stations are not to be blocked or obstructed. Do not place drapes or any objects in front of pull stations (IFC 907.4.2.6).
- Fire alarm strobes are not to be blocked or obstructed. Do not place drapes or any objects in front of pull stations.

Firewatch

Any event that requires the fire alarm system to be temporarily disabled or delayed must be staffed with firewatch personnel (IFC 901.7). Such events might include those utilizing pyrotechnics, haze, or other special effects. Firewatch personnel are certified firefighters contracted by ISFEC.

Propane and Compressed Gas

Compressed gas tanks must be stored outside of buildings and have valves pointed away from doors and tents/canopies. All compressed gas tanks must be secured to prevent falling or being knocked over while in use or storage (IFC 3003.3).

Propane tanks are not allowed inside buildings during public events. This includes those attached to forklifts, vehicles, or used for cooking devices.

Smoking

Smoking is prohibited indoors and within 8 feet of an entrance (IFC 310.1, 310.2). Vapor cigarettes and pipes (e-cigarettes) are prohibited in all buildings and within 8 feet of an entrance.

ELECTRICAL HAZARDS

Electrical Panels

Electrical panels must not be blocked. There must be a minimum of 36 inches of clearance in front of electrical service equipment (IFC 605.3). Event organizer staff, vendors, guests, and other non-ISFEC personnel should not access the equipment inside electrical panels. Contact your Manager-on-Duty (MOD) to request assistance with electrical issues.

Extension Cords/Surge Protectors

All event staff, exhibitors, and vendors must adhere to the following:

- Only grounded extension cords are allowed.
- Extension cords shall not be run through doorways, under bedding/mulch, under floor coverings, or anyway damage may occur (IFC 605.5).
- Extension cords must be maintained in good condition without splices, deterioration, improper modification, or damage (IFC 605.5.3).
- Multi-plug adapters are not allowed (IFC 605.4).
- Surge protectors and power strips are not to be plugged together (daisy chained).
- Surge protectors and power strips must be plugged directly into an outlet, not an extension cord.

VEHICLES

Vehicles being used during a show (not on display) must follow specific guidelines:

- Anyone operating a motor vehicle (including golf carts) on the Fairgrounds must have a valid driver's license.
- Anyone operating a vehicle on the Fairgrounds must comply with all traffic control devices, remain at or below the marked speed limit of 20 mph, and give right of way to pedestrians at all times.
- No fueled equipment is to be utilized or stored indoors while the event is open to the public (IFC 313.1). Only electric-powered equipment may be utilized indoors during show hours.

Load-in/Load-out

During load-in and load-out times when the building is not open to the public, vehicles may enter the building after permission is given by ISFEC staff. Vehicles may not block exits or aisles and must be turned off while inside. Gas- or electric-powered golf carts, forklifts, and scissor lifts are allowed to be driven inside during load-in/load-out times.

Golf Carts

While the event is open to the public, no fuel-powered golf carts are allowed to be driven or parked inside the building. Only electric carts are allowed inside during show hours. You must have a valid driver's license to operate a golf cart on the Fairgrounds.

Forklifts and Scissor Lifts

While the event is open to the public, no fuel- or propane-powered forklifts or scissor lifts are allowed to be driven or parked inside the building. If the lift is parked inside the building during show hours, the propane tank must be removed and secured outside the building. Only electric lifts are allowed inside the building during show hours. You must have a valid forklift or scissor lift certification to operate a forklift or scissor lift on the Fairgrounds.

TENTS & CANOPIES

The ISFEC defines a tent or canopy as a structure, enclosure, or shelter with or without sidewalls, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. The ISFEC reserves the right to inspect and deem unsafe any tent or canopy that does not fall under the inspection requirements of the Indiana State Fire Marshal's Office. Generally, these structures are understood to be less than 400 square feet in size and do not contain an open or exposed flame.

Tents or canopies that are deemed unsafe by ISFEC will be closed to the event, exhibitors, staff, and general public until any safety issues are resolved to ISFEC's satisfaction. If safe installation is not possible, the ISFEC maintains the right to require the removal of unsafe tents or canopies.

ISFEC management should be notified in any of the following situations:

1. A tent or canopy installation is planned/intended.
2. Tents or canopies that are not able to be erected according to manufacturer's specifications and intended use.
3. When the wind load data is unavailable.
4. If cooking or an open flame is planned within the tent structure.

Indoors

No tent or canopy shall be put up in a building with an automatic fire suppression system, unless approved by the Indiana Fire Marshal's Office. If the tent or canopy is required, the vendor must adhere to the following requirements:

- No cooking or warming devices shall be located within the structure (including sterno cans, crockpots, microwaves, skillets, etc.)
- A fire extinguisher **MUST** be located within the structure.

Outdoors

Any temporary structure 400 square feet or larger, or with characteristics that fall under the inspection criteria of the Indiana Fire Code Chapter 31 are subject to inspection by the Indiana State Fire Marshal's Office. Installation of temporary structures that fall under IFC Chapter 31 must meet all the standards and installation requirements outlined in Chapter 31.

Any temporary structures not covered by IFC Chapter 31 will be inspected by ISFC staff using the following guidelines:

Installation:

- All tents or canopies must be installed and erected based on manufacturer's directions.
- 10 x 10 tents/canopies should have no less than 40 pounds of ballast on each corner of the structure. Tents and their accessories shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. ISFC does not provide ballasts.
- 10X20 tents/canopies should have no less than 80 pounds of ballast on each corner of the structure. Tents and their accessories shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. ISFC does not provide ballasts.
- The required width of exits, aisles, and passageways shall be maintained at all times to a public way. Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than 8 feet (IFC 3103.13.8).

Exits:

- Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more (IFC 3103.12.6).

Cooking:

- Any tent/canopy with cooking activities shall have at least one fire extinguisher. Vendors using fryers must have a Class K extinguisher.
- Any cooking that releases grease-laden vapors shall have a "hood system" covering the entire cooking surface with proper ventilation to outside air.

Propane/Compressed Gas:

- Propane or any other compressed gas tank must be stored outside of the tent/canopy.
- Propane or any other compressed gas tank being stored outside of the tent or canopy must have safety valves pointed away from any tent or canopy.
- Propane or any other compressed gas tank must be secured from tipping or falling over.

Fire Extinguishers:

- Maximum travel distance to a portable fire extinguisher shall not exceed 75 feet and cannot be obstructed by a door, wall, or any other partition.
- Each tent/canopy with a cooking/warming device or storing flammable material must have its own fire extinguisher.

Smoking:

- No smoking is allowed within a tent or canopy.
- “No Smoking” signs must be placed within the tent or canopy (3104.6).

Evacuation:

- Any tent or canopy on the Fairgrounds is to be evacuated if the sustained wind speed exceeds 75% of the designed wind load of the structure, or sustained wind speeds of 25 mph, whichever occurs first.

EXHIBITOR/VENDOR DISPLAYS

Display Vehicles

Any vehicles on display (including cars, trucks, golf carts, ATVs, boats, RVs, etc.) must adhere to the following requirements (IFC 314.4):

- Fuel tanks must have less than ¼ tank of gas or less than 5 gallons of fuel (whichever is least).
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Battery must be disconnected.
- Fueling and de-fueling cannot take place inside any building.
- Vehicle keys must always remain in the venue.
- Vehicles cannot block exits or aisles.

Cooking Devices

No open flame, propane-powered devices, or charcoal devices are allowed inside. The only cooking devices allowed are electric-powered warming devices such as crockpots and coffee makers. “Sterno” heaters (alcohol gel) smaller than 8 ounces are also allowed.

Open Flames

Open flames of any kind (including candles) are prohibited in all ISFEC buildings. Any warming device or decorative flame must be electric-powered. ISFEC does have variances from the Indiana Fire Marshal’s Office to exempt some open flame activities. Use of open flames in any building must receive approval from the Director of Safety and Security prior to installation and use during an event.

Inflatables & Amusement Rides

Inflatable structures are allowed with prior permission from ISFEC management. Non-amusement inflatables are those that are not weight-bearing such as advertising structures or games. Amusement inflatables are those utilized for weight-bearing such as a bounce-house or obstacle course.

Amusement inflatables must adhere to the following requirements:

- Structure must be properly anchored according to manufactured specifications.
- If the structure utilizes more than one blower, each blower must be plugged into a different power source or a different circuit.
- Only electric-powered blowers are allowed.

Amusement rides are any mechanical device that carries or conveys passengers through a fixed or restricted course within a defined area. Before ISFEC approval is considered for amusement rides, special approval must be sought through the Indiana State Fire Marshal's Office.

Pyrotechnics & Fireworks

Before ISFC approval is considered, all pyrotechnics require special approval through the Indiana State Fire Marshal's Office. Application approval, inspections, demonstrations, and payments need to be coordinated directly with the Fire Marshal's Office. Due to the coordination of permitting and inspection, please notify the ISFEC management as early in the process as possible. Use of pyrotechnic and firework displays must adhere to the following requirements:

- All displays must be performed by a licensed pyrotechnic expert.
- No firework or pyrotechnic display can be used until the display has been inspected and approved by the Indiana State Fire Marshal's Office.
- A practice shot of each pyrotechnic or firework display must be done with the Fire Marshal present. These practice shots must be done from the location the actual display will be conducted during the event.

All pyrotechnics and flame effects must comply with 675 Indiana Administrative Code (IAC) 28-1-39 which adopts the requirements of NFPA 1126 (pyrotechnics) and NFPA 160 (flame effects).

Small Arms Ammunition

Any display of small arms ammunition including smokeless propellant, black powder, and small arms primer must adhere to IFC 5606:

- No more than 20 pounds of smokeless propellants, in containers or 1 pound or less capacity each on display (IFC 5606.5.1.1).
- No more than 1 pound of black powder shall be displayed (IFC 5606.1.2).
- No more than 10,000 small arms primers shall be displayed (IFC 5606.1.3).

All ammunition not on display must adhere to the storage requirements of IFC 5606.5.2:

- Quantities more than 20 pounds and less than 100 pounds shall be stored in portable wooden boxes having walls of at least 1 inch nominal thickness (IFC 5606.5.1).
- Quantities more than 100 pounds and less than 800 pounds shall be stored in nonportable storage cabinets having walls at least 1 inch nominal thickness (5606.5.2).

