



SPECIAL EVENTS FIRE PREVENTION CHECKLIST

Temporary event fire prevention starts well before the event opens. Major events bring temporary layouts, vendors, cooking, fuel, generators, electrical hookups, and large crowds into spaces that were not designed for all of that at once. This checklist is intended to help Fire Chiefs and partner agencies identify, inspect, and manage those fire and life safety hazards early so problems do not get built into the event footprint from the start.

- Identify every sanctioned vendor and support area within the event footprint
- Require an approved site layout showing booth locations, numbering, aisles, access points, and support equipment
- Number every booth, tent, truck, and support space for inspection, accountability, and emergency response
- Review what each vendor or booth is actually doing, not just who occupies the space
- Require vendors to declare cooking, generator use, electrical needs, and fuel storage before approval
- Separate higher-hazard operations from low-hazard booths, merchandise areas, and public information tables
- Maintain clear aisle widths and emergency access routes throughout vendor and support areas
- Ensure vendor placement does not block exits, fire lanes, hydrants, or fire department connections
- Inspect temporary power setups for overloaded outlets, damaged cords, daisy chains, and unsafe hookups
- Require gasoline and diesel to be stored only in approved, labeled containers intended for that fuel
- Prohibit fuel storage in public walkways, crowded vendor rows, tented areas, or other occupied spaces



- Designate a fuel storage area away from crowds, ignition sources, and high-traffic pedestrian areas
- Prohibit routine refueling during active event operations or while the public is present in the immediate area
- Limit refueling to controlled periods between operational phases or when the area can be secured
- Establish who is authorized to handle fuel and where refueling may occur
- Prohibit improvised fuel storage, loose cans, and unapproved containers
- Include food trucks in the fire prevention inspection plan, not just tents and vendors
- Require food truck inspection and permit approval before event day
- Do not allow food trucks to enter or set up until they have been inspected and approved
- Re-inspect after setup to confirm the field layout matches the approved plan
- Require approval for any relocation, expansion, or change in operations after initial setup
- Inspect fuel storage, generator areas, food trucks, and temporary electrical setups daily for compliance and changing conditions
- Assign clear authority for correction, relocation, or shutdown of unsafe setups
- Include vendor and support areas in daily operational checks before the event opens