

FIRE AND LIFE SAFETY INFORMATION

The information contained in this outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Virginia Beach. It does usually provide the fundamental rules governing Life Safety in buildings open to the public. All of these items are also outlined in alphabetical order in the VBCC Meeting Planner's Guidebook.

The following entities are responsible for ensuring all regulations are followed; facility client, exhibitor, service contractors and the Virginia Beach Convention Center. It is a requirement that the Virginia Beach Fire Department review and approve all event pre-planning documents and floor plans. Remember, the fire codes for Virginia Beach may be different from other cities. Exhibitors remain responsible for complying with the Uniform Fire Code. VBCC will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors, people attending the event, or the facility.

The VBCC is regularly inspected by the Virginia Beach Fire Marshal and fire regulations will be strictly enforced.

GENERAL GUIDELINES FOR DISPLAYS AND EXHIBITIONS:

1. Exhibit layout plans must be submitted to the VBCC's Event Team and to the City of Virginia Beach Fire Marshal for approval prior to distribution of printed floor plans to exhibitors, and sale of booths. Event Managers will coordinate approval. Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire hose cabinets, fire alarm pull stations or concession stands. Displays shall not reduce the passageway to the main entrance. Floor plans must be submitted for approval no later than thirty (30) days prior to load-in. Any revision to an approved floor plan must be marked and re-submitted to the Event Manager for approval of the Fire Marshal.
2. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
3. Displays with any type of cover, i.e., tents, buildings, awnings, etc. must be 100 square feet or less; if larger than 100 square feet they must meet the following regulations:
 - a. A single level or multi-level exhibit larger than 100 square feet with a covered ceiling requires protection from an automatic extinguishing system.
 - b. The upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).
4. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property. All equipment must be UL

approved.

5. The following items may not be used without prior written approval of the Fire Marshal's Office:
 - a. Display or storage of liquid, propane, gas (LPG)
 - b. Flammable or combustible liquids
 - c. Flammable gas
 - d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
 - e. Welding or cutting equipment for demonstration purposes
 - f. Gas-fired appliances for demonstration purposes
 - g. Salamander heaters
 - h. Lit candles or lanterns for demonstration purposes
 - i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position

6. Display of automobile/motor vehicles and other motorized equipment:
 - a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
 - b. Fuel tanks are locked and all portable tanks removed. Locking the doors will be sufficient for cars in which the gas cap cover can only be unlatched from inside.
 - c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
 - d. Ignition keys are to be removed and placed in a central location on site.
 - e. The positioning of vehicles shall be subject to approval of the Fire Marshal's Office.
 - f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
 - g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a working smoke detector.
 - h. Re-fueling or removal of fuel from vehicles on the premises is prohibited.
 - i. Appropriate protection must be placed under the vehicle to protect the carpet/floor in the event of fluid leaks.

7. Food Show requirements:
 - a. All food shows require Virginia Beach Fire Marshal approval.
 - b. After review, the Virginia Beach Fire Marshal may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.
 - c. A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.

- d. Devices producing open flames are not allowed in exhibit areas.
- e. Hazardous materials or chemicals as fuel are strictly prohibited.
- f. Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without advance written approval from VBCC and the Virginia Beach Fire Marshal.
- g. When permitted, deep fat fryers must adhere to the following requirements:
 1. One K Type extinguisher is to be provided by Permittee or Exhibitor.
 2. Frying equipment must be equipped with a grease shield on each side, at the rear and under the equipment.
 3. Must be controlled by a thermostat.
 4. Cannot be located on tables that are along aisles. No public access to fryers.
 5. Must be placed on sheet pans or similar non-combustible materials. (Foil is not acceptable.)
 - i. Combustible materials will not be located near deep fat fryers.
 - ii. Chafing dishes must be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
- h. The VBCC and the Virginia Beach Fire Marshal will inspect, and may require a test of cooking equipment before show opening.

SAFE OCCUPANCY REQUIREMENTS:

1. All Meeting Rooms and Exhibit Halls have a maximum occupancy that may not be exceeded. In order to fulfill the public safety obligation, the VBCC reserves the right to deny further entry into these spaces if, in our opinion, public safety considerations would be best served.
2. A 10' aisle must surround the perimeter of all Exhibit Hall assembly events.
3. Floor plans for all events must be submitted thirty (30) days prior to event to the Event Manager for approval by the Fire Marshal.
4. All doors leading to fire exit ways must be kept unlocked and unobstructed at all times when the building or floor area served by the fire exit is occupied. Doors may not be chain locked or deadbolted for any reason during event hours.
5. Decorations, furnishings and equipment shall not impair the visibility of exit signs.
6. Exit signs must be visible from any location in the room.
7. Aisles must be a minimum of ten (10) feet wide.
8. Low-level lighting requests must be pre-approved by the VBCC. Blackouts will not be permitted.
9. Emergency lighting should be maintained at all times.
10. Tents are prohibited inside the facility without prior approval by the VBCC and the Virginia Beach Fire Marshal. When permitted, tents and canopies must have Fire Retardant certificate attached. However, tents and canopies in excess of 900 square feet will require a special permit. A permit must be obtained from the Fire Marshal prior to display.

11. Any cooking by exhibitors must be approved by the Virginia Beach Fire Marshal.
12. No combustible material, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.
13. Pyrotechnics (i.e. fireworks): Prior written approval of all pyrotechnics and special effects must be obtained before use of such devices during an event. Permittee will be required to demonstrate device prior to actual use. In the event fire extinguishers are discharged, Permittee will be responsible for re-charge fees. A permit fee from the Virginia Beach Fire Marshal will be charged.
14. A crate storage plan must be submitted by the General Contractor for approval if crate storage on the docks is anticipated.
15. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing.
16. All exits and exit aisles must be kept clear and unobstructed at all times.
17. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible.
18. No storage of any kind is allowed behind booths or near sources of electrical equipment.
19. For areas enclosed by solid walls and ceilings, refer to the General Guidelines for Displays and Exhibitions section of this document.
20. **ALL** forklift drivers on VBCC property must have successfully completed an approved course of instruction. A current certification of successful completion of this course must be in the driver's possession while operating a forklift on VBCC property. Failure to provide such proof could result in the operator being prohibited from further operation of a forklift on the property.
21. Hazardous Materials are prohibited. These include compressed flammable gases such as acetylene, hydrogen, propane; flammable liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based material; and hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
22. Per section 31-1.4.5 of the NFPA 101 Life Safety Code, explosive materials, furnishings or decorations of an explosive or highly flammable character shall not be used.
23. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited.
24. Living trees in a "balled" condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

CANDLES:

Lit candles and other open flame devices are not permitted in exhibit booths. Lit candles may be used at special events such as banquets only under the following conditions:

1. Open flame is not allowed, except in compliant containers.
2. Candles must have a solid base and flames must be enclosed. Qualified votive candles in approved containers and "hurricane lamp" candles are examples of acceptable candles. Candles of this nature must meet criteria in section 6 below.

3. Candles must be placed on tables or other stable surfaces.
4. Samples of all candles proposed for use must be submitted in advance to the Event Manager for approval.
5. Tapered candles, candelabras, votives hanging from décor are examples of candles that are not permitted.
6. Candle containers must be constructed to do the following:
 - a. not spill wax at more than .25 teaspoon per minute when tipped over
 - b. return to upright position if tilted to 45 degrees or be self extinguishing
 - c. enclose the flame around all sides with a top that is high enough for a piece of tissue paper over it to not ignite within ten (10) seconds
7. All containers should be placed well away from table decorations, drapes and any other potentially combustible materials.
8. Candles shall be prohibited in areas where occupants stand or near an aisle or exit.
9. Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.

OPEN FLAMES, FIRE AND BURNING ON PREMISES:

1. Flame torches are not permitted.
2. Open-flame decorative devices shall comply with above-referenced Candles policy 6a-c.
3. Class I and Class II liquids and LP-gas shall not be used.
4. Open flames from lanterns, kerosene heaters, and gas-fired heaters are prohibited.
5. When in the opinion of the Virginia Beach Fire Marshal, adequate safeguards have been taken; participants in ceremonies are allowed to carry hand-held items (i.e. candlelight services, unity candles).
6. Fog/smoke machine usage is restricted to water-based chemicals. Written approval must be obtained from the Event Manager.
7. A permit from the Virginia Beach Fire Marshal will be required for all indoor or outdoor pyrotechnic displays. Permittee will be required to demonstrate device prior to actual use. In the event fire extinguishers are discharged, Permittee will be responsible for re-charge fees.

EMERGENCY PROCEDURES

A written Emergency Evacuation Plan is available in the VBCC business office. *(also see VBCC Fire and Safety Regulations supplement)*

1. PURPOSE - The objectives of these procedures are to provide a means to ensure safety of building occupants during an emergency condition, minimize property damage, coordinate and complement emergency procedures of outside agencies. Additionally, these procedures are intended to allow non-affected events to continue operation, if during a limited emergency condition.
2. POLICY - The VBCC will exercise whatever authority may be necessary to ensure the safety and best interests of the public in the event of an emergency condition. VBCC

will coordinate fully with emergency response service and show management to achieve these goals.

3. EMERGENCY CONDITIONS - An emergency is defined as any conditions that exists (or is likely to occur) that endangers the safety of occupants in the facility or the facility itself. In the event of any emergency condition, it may become necessary to evacuate a portion or all of the facility following these established emergency operating procedures.
4. INSTRUCTIONS - All emergencies and/or assistance of any nature should be reported immediately to the VBCC Event Manager assigned to the event. The Event Manager will notify show management of the emergency if it was reported internally. The Event Manager will coordinate any required response from Public Safety agencies through VBCC Building Security. Once a response is established with outside agencies, the Event Manager will notify Permittee of the plan.
5. EVACUATION - Having evaluated the credibility of the threat, it is necessary to decide whether to 1) take no action; 2) initiate a partial evacuation; or 3) conduct a complete evacuation and search. The prudent approach would be to evaluate the emergency situation on its own merits and evacuate only if deemed necessary. Evacuation of the VBCC will only occur at the direction of the General Manager or Event Manager if there is an immediate emergency.
6. HOMELAND SECURITY ALERTS - The VBCC reaction of threat levels will be basically a two level action. Security remains at high alert until a RED Alert is declared. The VBCC is routinely on ORANGE Alert.

FIRST AID AND MEDICAL EMERGENCIES:

The VBCC requires all events to schedule on-site emergency medical personnel with the VBCC's contracted services provider. A completely furnished First Aid Center is provided for the safety and convenience of those involved with events. Charges for services and supplies utilized will be billed on your final statement. Automated External Defibrillators (AEDs) are accessible throughout the building and VBCC personnel are trained to use them.