**Scope:**
This policy addresses the use of open flames at public gatherings in assembly occupancies and/or outdoor public areas including, but not limited to, theatrical productions, performances or other events involving the use of open flame devices. This policy does not address the use of pyrotechnics as this is a separate permitting process.

**Definition:**
Any use of flame effects during a theatrical production must be approved by the Fire Prevention Bureau.

**Policy:**
Plans for the use of flame effects shall be submitted in writing or Emailed to BureauServices@poudre-fire.org acceptable to the Fire Prevention Bureau.

- a. The name of the person, group, or organization responsible for the production.
- b. The dates and times of the production.
- c. The location of the production.
- d. The flame effect classification for the production, per NFPA 160.
- e. A site plan (diagram) showing the following:
  1. A narrative description of the flame effect.
  2. The location of flame effects devices to be fired and their controls and control sequence.
  3. The location of the audience.
  4. The fuels used and estimated consumption.
  5. Air for combustion and ventilation for indoor effects.
  6. Flammable materials piping.
  7. Storage and holding areas and their capacities.
  8. Supplemental fire protection features including the location of extinguishers.
  10. Locations of the means of egress.
f. If applicable, a current Material Safety Data Sheet (MSDS) for the material or fuel being consumed in the flame effect.

g. Documentation that the combustible materials used for construction of the flame effect has been rendered flame retardant. The retardants used must be approved by an underwriting agency such as the California State Fire Marshal's or Underwriter's Laboratory (UL).

h. A letter from the owner/manager of the hosting venue that indicates that they are aware of the performance and approve of the use of open flames.

2. At the discretion of the Fire Prevention Bureau, an onsite demonstration of the open flame effect shall be conducted to determine safety requirements for the effect.

3. If a permit is issued for the flame effect, specific safety guidelines will be communicated to the applicant. These may include:

   a. Needed safety standby personnel, including the potential for a uniformed fire watch, during the performance.

   b. The number, size, and location of extinguishers.

   c. Specific emergency response guidelines.

   d. The need for flame retardant application for costumes or sets.

   e. Safety shutoffs.

   f. Specific lighting procedures.

4. The issued permit shall be kept on site during the performance.