

# FIRE AND SAFETY GUIDELINES

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## Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

## Fire Watch Personnel

Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved.

## Duties

On-duty fire watch personnel shall have the following responsibilities:

4. Keep diligent watch for fires, obstructions to means of egress and other hazards.
5. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
6. Take prompt measures to assist in the evacuation of the public from the structures.

The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

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## Floor Plans

The Licensee shall cause to be provided an electronic version of the floor plans drawn to scale with all fire exits marked to the Event Services Representative. Floor plans for trade shows, exhibit events, meeting programs, athletic events, activations and any other function in an exhibit hall are required to be approved by a Fire Marshal. Fees apply at prevailing [rates](#). If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

- Name and date of event
- Area to be used
- Name of developer and date of initial draft and revisions
- Clearly indicated exits
- Total number of booths
- Floor plans drawn to scale with scale indicated
- Storage areas (including docks)

## Food Preparation Within Exhibits

GWCC Engineering and Fire Marshal approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), as well as the recommendation and final decision of the Georgia Fire Safety Division and the Georgia World Congress Center Authority. This form cooking form link will be reviewed by the Fire Marshal for approval a fee for review will be incurred at prevailing [rates](#). Please submit the form to your Event Services Representative.

Cooking and food-warming devices in exhibit booths shall comply with the following regulations:

### Gas-Fired Devices

Natural gas-fired devices shall be in accordance with the following fire codes adopted by the Safety Fire Commissioner's Rules and Regulations.

The use of LP-gas cylinders shall be prohibited. Exception, non-refillable LP-gas cylinders not exceeding 2.5 pounds may be permitted to be used where permitted by the authority having jurisdiction.

The devices shall be isolated from the public by not less than 4 feet (1.2 m) or by a barrier between the devices and the public.

All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.

Portable fire extinguishers with a minimum of a 2A10BC rating are to be placed within the booth, or an approved automatic extinguishing system shall be required.

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Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

This information shall be provided to your Event Services Representative of the Georgia World Congress Center 30 days prior to the first event day.

## Hazardous Materials

Hazardous materials or chemicals that are considered dangerous to persons, property or the environment are not permitted in the GWCC. Hazardous materials or chemicals include, but are not limited to, flammable and combustible liquids, pressure cylinder and tanks, hazardous chemicals, toxic or biohazard waste.

Gasoline, kerosene, diesel fuel, or any other flammable or combustible fluids or gases may not be stored in the building during move-in, move-out, or during event times.

## Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors, staging areas and public areas in the main concourse).

Within these areas and throughout the premises, the following guidelines will be enforced:

- No alcoholic beverages or illegal or controlled substances are permitted.
- No horseplay, practical joking, etc., is allowed.
- No speeding (over 5 mph) or reckless use of vehicles is allowed.
- No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
- Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
- All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
- Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to GWCCA Public Safety.
- Work activities in the upper-level concourse areas require additional supervision to ensure safety of guests attending other events. Control rope, signage, and other warning devices may be required.

An Event Services Representative from the GWCCA will act as liaison between licensees, subcontractors, and all internal departments.

## Multi-Level or Covered Exhibits

Multi-level or Covered/Enclosed exhibit booth plans must be reviewed and approved by the Fire Marshal at the prevailing [rates](#). NOTE: Police Security officers scheduled in 4-hour minimum increments for the first 8 hours.

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Submit exhibit booth plans with a licensed structural engineer's stamp of certification and a completed credit card authorization [form](#) to the Event Services Representative for review a minimum of 60 days before move-in. Charges are applied prior to submitting to the Fire Marshal.

The upper deck of a multi-level exhibit with 300 square feet or more shall have at least two remote means of egress. Spiral stairways are permitted if specifically approved by the Fire Marshal. However, spiral stairways are not recommended.

Covered and enclosed areas should be furnished with acceptable smoke detectors that emit alarms audible outside of the covered or enclosed areas.

The Exhibitor is required to provide Fire Watch (through GWCC DPS) within the booth space if the covered or enclosed area is 300 square feet or more. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each covered or enclosed area. Personnel must be trained in the use of extinguishers.

Areas within the exhibit booth that are totally enclosed (i.e. walls and roof/ceiling) must be served by a battery-powered emergency lighting source when such areas lead to exit access from the space (i.e. stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space.) Enclosed areas of the booth with 300 square feet or more shall have at least two (2) remote means of egress.

## **Portable and Temporary Tents/Structures**

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The GWCCA will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events.

Written requests for each installation should be submitted to the Event Services Representative at least 60 days prior to the event for approval.

All requests should include:

- Size of the installation
- Location
- Height
- Method of ballasting
- Utility services required
- If applicable, plans for repair of damaged floors or pavement

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. Consult with your Event Services Representative if your event will need portable or temporary tents.

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## Propane Tanks

The use of a small propane bottle is allowed with the following restrictions:

- The bottle must have a capacity of two pounds or less.
- The bottle must be of the non-refillable type.
- If multiple bottles will be needed, they must be separated from each other by at least 20 feet.
- The exhibitor must have a portable fire extinguisher readily available in the booth.

## Pyrotechnics, Special Effects, Cold Sparks and Hot Work

All approved documents for the use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be submitted to the Event Services Representative.

Events using Pyrotechnics:

- At least 10 business days before the event, a Fulton County Probate Court permit should be submitted.
- Fulton County Probate Forms:
- [https://gallery.mailchimp.com/d97c9ec47e40b60767bc744ff/files/13fao466-5a69-4690-9433-cob782d16df6/GPCSF\\_31\\_Application\\_for\\_Permit\\_to\\_Conduct\\_Public\\_Fireworks\\_Display.pdf](https://gallery.mailchimp.com/d97c9ec47e40b60767bc744ff/files/13fao466-5a69-4690-9433-cob782d16df6/GPCSF_31_Application_for_Permit_to_Conduct_Public_Fireworks_Display.pdf)
- <https://www.oci.ga.gov/Resources/Forms/AllForms/GID-273-SF.pdf>
- Once Fulton County Probate Court approves the permit, then it should be sent to the State Fire Marshal's Office Hazardous Materials Division for approval

Written approval from the GWCCA Executive Director is required.

GWCC Facility Maintenance will review all pyrotechnics and other smoke producing effects to ensure ventilation is sufficient to handle the load produced, cold sparks and state requirements.

## Trailers and Empty Storage

Generally, all crates and empties should be stored in the Marshaling Yard.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, service areas or fire exit areas. Please contact your Event Services Representative for exceptions requiring fire watch procedures.

All crate storage locations must be documented on floor/site plan. Any location on GWCC campus used for storage must be included in this plan. Any indoor storage may incur a fire watch fee.

### Crate Storage Fire Watch Procedures

The procedures below are for fire watch of designated crate storage area(s) provide additional fire protection to the building, allow for resources and patrons in areas with no fire suppression systems and/ or areas concentrated with combustible materials (i.e. wooden crates). Fire Watch personnel and schedule must be contracted through GWCCA Department of Public Safety at prevailing rates.

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At a minimum of 60-days out from the event, the Licensee's General Service Contractor shall provide the Event Services Representative with a plan of operations for crate storage that includes the following:

1. Map highlighting all areas where crates will be stored. All areas should be labeled for easy reference (i.e. Section A, B, C, etc...). Map should include specific area(s) where fire extinguishers will be supplied.
2. Date(s) crates will be stored in the designated area(s).
3. Plan for qualified fire watch personnel including hours of coverage and what entity is providing coverage. Seven days out from first day of move-in plan should be updated to include names of assigned personnel.

The GWCCA Department of Public Safety will review and approve the plan before it can be executed. Any changes to storage locations and/or dates must be provided to the assigned Event Services Representative before changes can be implemented.

## **The following parameters are in place for fire watch in crate storage areas:**

- Crates cannot be stored within 20 feet of any exit or on the exhibit hall dock ramps.
- Crates cannot impede any emergency egress routes.
- Crate storage maximum height cannot exceed sixteen feet.
- Crates cannot be stored within 18 inches of a sprinkler head.
- Crates cannot block truck access to dumpsters/compactors for emptying purposes.
- A Class 2A10BC fire extinguisher shall be placed every 100' of space crates are stored.
- Assigned fire watch personnel must be trained in the use of fire extinguishers.
- Assigned fire watch personnel should continuously inspect all designated crate storage areas during their designated shift (not to exceed 8-hour shift per assigned personnel).
- Fire watch must be scheduled for 24-hours per day that crates are in place.
- Fire extinguishers must be provided by the entity requesting the crate storage.
- Hourly status identifying all crate storage areas must be provided by the assigned fire watch personnel to the GWCCA Department of Public Safety Dispatch either via radio call or phone call (404-223-4911).

## **Weapons on Display**

Any exhibitor displaying firearms at a trade show must notify the Event Services Representative. The company shipping the firearms to the exhibitor must have a Federal Firearms License.

All firearms on display must be disabled by either removing the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be displayed.

The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.

During non-exhibit hours, firearms must be secured. Options include cable lock, locked display cabinet, or by contract security guard. Alternatives must be submitted to and approved by the GWCCA Public Safety department at least 30 days prior to move-in.