



BOROUGH OF WEST READING

500 Chestnut Street, West Reading PA 19611
(610) 374-8273 Fax: (610) 374-8419
www.westreadingborough.com

Special Event Fire Safety Checklist

The Borough of West Reading firmly believes that prevention can go a long way to create a safe and fire free environment.

- ✓ **Fire Hydrants** – Thirty-six inches of clear space must surround a fire hydrant to allow quick access for the fire department without being deterred or hindered from using the hydrant.
- ✓ **Fire Department Connections (FDC)** – A clear space of 36" deep by 78" high must be maintained to allow quick access for the fire department without being deterred or hindered from use of the fire department connection.
- ✓ **Emergency Access** – The center of the street must be maintained free and clear of tables, displays, etc. to allow emergency vehicle access.
- ✓ **Stages** – Ensure side streets or entry points onto Penn Avenue are not completely blocked. Access points are to be kept clear, have removable barriers or be manned by fire police.
- ✓ **Tents/Canopies** – Tents or canopies must be fire rated to allow any type of cooking, use of electric appliances, deep fryers, grills, sterno containers, etc. If the structure is not fire rated, cooking shall be done outside of the structure. Tents/canopies must be properly secured/anchored.
- ✓ **Extinguisher** – An appropriate extinguisher is required for all food stands/trucks, this includes heating or warming of food. Existing food establishments may not remove an extinguisher from the interior of the building, which would render the establishment non-compliant. The extinguisher being used for the street activity must be serviced and tagged for a commercial setting. Proof of purchase of a new extinguisher will be accepted.
- ✓ **Exterior Receptacles** – Exterior outlets shall be GFI protected.
- ✓ **Generators** – Ensure exhaust fumes do not enter any structure. Refueling of generators should take place while the engine is cool. Barriers should be placed or precautions taken to avoid exhaust or motor burns to the public, including children. Electric cords shall be free from damage and securely seated to prevent electrical shock.
- ✓ **Food Licenses** – Up-to-date food license and certifications are required for all vendors.
- ✓ **Cylinders** – Propane and CO₂ cylinders must be secured to prevent falling.
- ✓ **Existing Businesses** – All doorways must remain unblocked to allow egress and ingress.
- ✓ **Cooking Appliances** – All cooking appliances must maintain a safe distance from all structures, combustibles and paper products.
- ✓ **Food Trucks with Commercial Hood Systems** – Verification of required annual cleaning and testing of the hood system must be available for inspection.
- ✓ **Grease Trap** – Grease catchers must be in place to prevent environmental or slipping hazards. Grease may not be placed in waste drains or on the ground.
- ✓ **Extension Cords** – During inclement weather extension cords/outlets should be placed in a dry location. Multi-outlets must be equipped with an internal overload protection device such as a breaker or surge protector.