



Burley Fire Department

Casey Harman
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To whom it my concern,

It is essential for public safety in a place of assembly or any other special event where a large public gathering will congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity that the Authority Having Jurisdiction (AHJ) enforce the standards of the International Fire Code as adopted by the City of Burley.

All gatherings and events that are to take place in the grandstands and or property of the Cassia County Fair Grounds where the number of attendees **exceeds 300 people** will be required to meet the following standards as well as apply for an Operational Permit that must be approved and signed by the AHJ prior to the event taking place.

403.12.1 Fire Watch Personal

The operator shall be responsible to have one or more fire watch personal as required and approved by the AHJ. Fire watch personnel shall comply with *Sections 403.12.1.1 and 403.12.1.2*

The operator may provide their own fire watch staff with proof of proper training and approved by the AHJ for fire watch or employ Burley Fire Department personnel at contracted rates.

403.12.1.1 Duty Times

Fire watch personnel shall remain on duty while premises is open to the public.

403.12.1.2 Duties

On duty Fire Watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
3. Take prompt measures to assist in the evacuation of the public in an event of a fire or other hazardous situation.

403.12.2 Public safety plan for gatherings

The Operator shall be responsible for the development and present a public safety plan that has an approved level of public safety and address the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency Medical Service.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Locations of food and or alcohol concession.
8. The need for the presence of law enforcement.
9. The need for fire and EMS personnel.

403.12.3 Crowd managers for gatherings exceeding 1,000 people.

Crowd managers shall be provided in accordance with *Sections 403.12.3.1 through 403.12.3.3*

403.12.3.1 Number of crowd managers.

The minimum number of crowd managers shall be established at a ratio of one crowd manager for every 250 people.

403.12.3.2 Training

The owner, agent or lessee shall provide approved training for crowd managers.

403.12.3.3 Duties

The duties of crowd managers shall include, but not limited to:

1. Keep area of responsibility clear of any egress barriers.
2. Identify and mitigate any fire hazards.
3. Direct and assist the event attendees in evacuation during an emergency.
4. Assist emergency response personnel where requested.
5. Other duties as specified in the fire safety plan.

Permit applications can be acquired at and returned to:

Cassia County Fair Office
1101 Elba Ave
Burley, ID 83318

Thank you,

Casey Harman
Deputy Fire Chief



BURLEY FIRE DEPARTMENT

Special Event Permit

Turn in the completed permit signed by Cassia County Sherriff, Intermountain Paramedics, and Burley Fire Department with their approval signatures to Cassia County Fair Office, 1101 Elba Ave. Burley, ID 83318.
Submit application at least 14 working days prior to the event.

PLEASE PRINT LEGIBLY

Event Name _____ Event Date _____

Event Sponsor _____ Phone # _____

Address _____ City, State _____ Zip _____

Event Manager _____ Cell Phone # _____
Must be on location and available during the event

Secondary Contact _____ Cell Phone # _____

Event Location _____ Beer Wine Liquor

Date Event Set Up Will Begin _____

Start Time _____ End Time _____ Security _____

Estimated Attendees _____ # of Crowd Managers _____

Event Applicant Signature _____ Date _____

Official Title _____ Cell Phone # _____

Email Address _____

Required Signatures for Approval/Denial

Approved Denied Intermountain Paramedics _____ Date _____
 Approved Denied Cassia County Sherriff _____ Date _____
 Approved Denied Burley Fire Department _____ Date _____

Burley Fire Department
1235 Miller Avenue
Burley, Idaho 83318
(208) 878-7371

Cassia County Sherriff
129 E 14th Street
Burley Idaho, 83318
(208) 878-2251

Intermountain Cassia Paramedics
1501 Hiland Avenue
Burley, Idaho 83318
(208) 677-6580