CITY OF COVINA
PARKS & RECREATION DEPARTMENT

2016
COVINA CHRISTMAS PARADE
"Believe"

GENERAL SAFETY AND FLOAT REQUIREMENTS

ALL FLOAT ENTRANTS ARE REQUIRED TO CONTACT THE LOS ANGELES COUNTY FIRE DEPARTMENT, FIRE PREVENTION BUREAU OFFICE TO SCHEDULE A MANDATORY SAFETY INSPECTION.

CALL INSPECTOR JENNIFER BARON AT (626) 974-8335 OR (213) 393-8544.
CALL BY NOVEMBER 20, 2016 TO SCHEDULE INSPECTION.

INSPECTION APPOINTMENTS ARE AVAILABLE AS FOLLOWS:
DECEMBER 1 and 2 - 11 a.m. - 7 p.m.
DECEMBER 3 (PARADE DAY) - 7 a.m. - 11 a.m.

For general Parade questions, please call the Parks & Recreation Department at (626) 384-5340.

INTRODUCTION

Each year the City of Covina makes every effort to have a fun and safe parade for both the participants and the audience. The requirements in this document are meant to protect the lives and safety of not only you, a parade participant, but the thousands of spectators who come to the parade for a night of family entertainment and community support. Thank you for participating in the Covina Christmas Parade. Have a safe and happy journey in Covina!

GENERAL SAFETY REQUIREMENTS/INFORMATION

- Participants will follow the instructions of the parade marshals and officials at all times.
- Candy, tokens, toys, etc. will not be thrown or handed out along the parade route.
- No parade participant may be under the influence of alcohol or drugs.
- Parade participants are prohibited from smoking while on the parade route.
- Participants not adhering to parade safety requirements or conducting themselves in an inappropriate manner will be removed from the parade.
- Children under 12 years of age may ride on an approved float, but will not be allowed to march/walk on the parade route.
- Stunting, gymnastics, and tumbling are not permitted on the parade route.
- **Any entry arriving 30 or more minutes after their check-in time will not be allowed to participate in the parade.**

VEHICLE SAFETY REQUIREMENTS

- All vehicles must be in a mechanically safe operating condition.
- Vehicles must maintain a safe speed at all times during the parade.
- Drivers must maintain a safe and proper distance from the preceding entry.
- Vehicles that are not decorated, or are decorated with non-combustible materials, are not required to carry a fire extinguisher inside the vehicle.
- Vehicles must have their headlights ***covered with dark paper or similar material*** while on the parade route. ***Material shall be removed after vehicle has left the parade route***.
- Drivers demonstrating unsafe driving practices or refusing the instructions of a parade marshal or official will be removed from the parade.

EQUESTRIAN SAFETY REQUIREMENTS

- New arrival instructions – be sure to read.
- All horses must be shod with shoes appropriate for riding on pavement.
- All riders must be at least 16 years of age. Riders under 21 years of age must submit proof of age.
- Riders and horses should have prior parade experience.
- Riders are expected to voluntarily remove their horses from the parade if the horse is or becomes highly agitated and/or uncontrollable.
- Riders must have their horses walk the parade route and may not have their horses rear, gallop, or run.
- Riders must keep control over their horse at all times.
- Riders must follow the directions from parade officials or they will be removed from the parade.

FLOAT REQUIREMENTS

Types of Floats

Class A A specially constructed chassis that is self-propelled
Class B Trailers or wagons: One or more axles, and are not self-propelled
Class C Flatbed trucks

The following requirements pertain to all floats, A, B, and C. These regulations are considered minimum safety requirements for parade floats.

Riders

To prevent contact or entanglement with lower vehicle components or equipment which could result in injury, riders shall not allow any portion of their body to hang over the sides of the vehicle.

Flame-Proofing

- All float decorations shall be either flame retardant treated, or made of non-combustible materials. This applies to all materials 1/8" in thickness or less. (Typical cardboard is approximately 1/8" in thickness.)
- All chemicals used in the flame-retardant treatment of decorations must be approved by the California State Fire Marshal. All material labels/containers used for flame proofing shall be available on float. *See page 8 of this document for vendors of flame retardant materials that are located in the area.*

Materials

- The use of corrugated paper, bed sheets, table cloths, plastic cloth, cellophane, wrapping paper, newspaper, cardboard, cloth, dried vegetable, palm fronds or leaves, must be flame-retardant treated to the satisfaction of the Los Angeles County Fire Department.
- Nylon, Orlon, and certain synthetic fabrics cannot be made flame-retardant.
- Straw, hay, and excelsior must be flame-retardant treated. Applying water to such materials is not sufficient.
- Packages or simulated holiday presents should be wrapped in aluminum foil or aluminized wrapping paper.
- Costumes worn by people riding on the floats do not have to be flame-proofed.

Materials Suggested for Decorations

Corrugated cardboard may be used in the following manner:

- Two layers of cardboard, 1/8" thick each, stapled together, with exposed edges enclosed/ sealed with duct tape. Note that two layers of 1/8" thick cardboard is now ¼" thick.
- Cardboard may be prepared for decorating by applying paper to the cardboard by gluing. Any paper that is used must be totally glued to the cardboard or other approved material with a non-flammable glue.

Open Flame

- The use of any open flame (such as gas lamps, flares, fuses, candles, fireworks, cigarette lighters, propane heaters, lighted matches) is prohibited on floats.
- Campfires, if used, must be simulated.
- **Smoking on floats is prohibited.**
- Smoke devices must be of the non-heating types, i.e. chemical smoke as used in the motion picture industry, dry ice in water, or similar improvisations. The use of Army smoke pots is unsafe and is strictly prohibited.

Fire Extinguishers

- All floats shall carry a fire extinguisher that has a minimum rating of 2A-10BC.
- All fire extinguishers must be sealed and bear a California State Fire Marshal tag indicating the fire extinguisher has been checked within the last twelve (12) months by State-licensed fire extinguisher service. If a new fire extinguisher is purchased, a store receipt showing proof of purchase is required.
- Tape receipt to the fire extinguisher to avoid lost receipts.

Brakes

- All brakes must be adequate to hold the load and stop the vehicle. Hydraulic brakes are preferred.
- Emergency brakes are required.

Chassis

- The metal or wood framework of the flat chassis must be of sufficient strength to support all added features and riders.
- Framework shall not be so low as to stop the float from clearing obstacles along the parade route, and shall not be less than 6 inches from the ground.
- Parade floats shall have a maximum height of 14 feet.

Towing Attachment

- Use of a 1 7/8" or 2" ball is required on all floats. The tow vehicle along the parade route has tow bars with proper fittings.
- All floats with projecting aprons must be equipped with suitable towing devices that project through the front apron and are securely fastened to the chassis frame.

Tail Pipes

- The exhaust manifold must be vented through a leak-free pipe projecting beyond the apron in the back or side.
- The exhaust pipe must be kept clear of all decorations and any wood material.

Generators and Power Inverters

- Generators used to provide power for electrical items associated with the floats, decorative lighting, stereos, amplifiers, etc. shall be located in an area that is not a danger to float participants or creates an unsafe condition.
- Hot generator components shall be positioned so as to prevent injury to float riders.
- Exhaust systems on portable generators must be vented in such a way so exhaust fumes do not vent on or near the riders of the float or the driver/operator of the float.
- Portable generators are **not** to be refueled after check-in.
- Exhaust systems must also be separated from combustibles by 1/2" gypsum wallboard or similar material.
- The use of AC/DC power inverters which utilize the vehicle's electrical system is encouraged, but not required.
- If an AC/DC power inverter is used, it must be able to handle the electrical load necessary for the float, i.e. 150 watts, 400 watts, 800 watts, etc.

Additional Requirements for "Class A" Floats Driver Entry/Escape Hatch

- Provisions shall be made for the rapid entrance and exit of drivers. An attempt should be made to design the float so that the driver can easily reach/leave the seat.
- It is recommended that the entry/escape hatch to the driver's compartment be located as near to the driver as possible.

Driver Space

- The float driver and alternate must be provided with safe, comfortable, and secure seats facing forward.
- The compartment for drivers shall be adequately lighted, with sufficient room to enable drivers to change position easily.

Engines

- Engines should be of reasonably recent manufacture and accessories should be of current production.
- A generator/alternator is required. Any exceptions must be cleared by LA County Fire Department.
- The carburetor must be protected by a cover during construction.
- An air cleaner must be provided.
- An adequate firewall of non-combustible material must separate the engine compartment from the driver's compartment, and there can be no opening greater than 1/8".

Gasoline Lines

- Flexible connectors should be used to avoid the possibility of leaks.
- Any portion of the flex line coming within 6" of the motor block or exhaust manifold must be provided with a non-combustible heat shield.

Gasoline Tanks

- Gasoline tanks should have a minimum capacity of 10 gallons, and they should be level and securely strapped in place.

Radiators

- Keeping the engine cool is one of the big problems facing each entry. Make sure that all parts of the radiator system are checked and that adequate circulation is provided.

Steering

- All float designs create severe mechanical stresses on the steering mechanism. All steering components and mechanisms must be of adequate size and strength to carry and support all potential stresses likely to be created by the design of the float.
- All extended steering must be securely braced, and the steering column must be adequately secured at the top and bottom.

Ventilation

- Engine heat and fumes must be ventilated in a manner that does not compromise the safety of the float driver.

Visibility

- Care should be taken to insure that drivers have an adequate view of the roadway. This should be addressed in the construction phase of the float.

Wiring

- Component parts, fuel lines and wiring should be properly located and/or protected from mechanical or abrasive damage.

Stalled/Incapacitated Vehicle

- Entries will be given a maximum of three minutes to restart a stalled or incapacitated vehicle. If, at the end of the three minutes, the vehicle cannot continue, it will be removed from the Parade. If, at the discretion of the Parade officials, more time can be granted, they may do so.

FLAME *RETARDANT* MATERIALS

Product Name	Registration No.	Materials
California Official #8	C-3.05	Christmas Trees Cellophane Paper Corrugated Paper Dry Grass Excelsior Wood Shavings Raffia Matting Palm Fronds Foliage
California Official #11	C-3.12	Some Fabrics Polyurethane Foam Leather
California Official #12	C-3.17	Some Fabrics Cork Polyurethane Sponge
California Official #55	C-3.01	Burlap Paper Cardboard Sawdust Excelsior Some Fabrics
California Official #57	C-3.06	Christmas Trees Foliage Polystyrene Foam
California Official #85 Varnish	C-3.23	Wood Bamboo Palm Fronds Paper Corrugated Cardboard Sheet Cork
California Official FR2 Clear	C-3.16	Untreated Wood
FireLab FireCoat #320	2280-1192:103	Cardboard Wood Plywood

Product Name	Registration No.	Materials
Flamort CP	C-4.15	Some Fabrics (for cloth banners)
Flamort X	C-4.11	Christmas Trees Some Cardboard Palm Fronds Foliage Paper Corrugated Paper Dry Grass

ALL MATERIALS SHOULD BE APPLIED AND USED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

MOST MATERIALS AVAILABLE AT DISCOUNT STORES ARE NOT FLAME RESISTANT/RETARDANT. READ ALL PRODUCT PACKAGING CAREFULLY PRIOR TO PURCHASE AND USE.

FLAME *RETARDANT MATERIAL* SUGGESTED VENDORS

Flame retardant materials may be difficult to find. Therefore, please allow ample time for finding products, ordering and receiving them.

- Flame Retardant materials can be found online.
- California Flame Proofing and Processing Company
  170 Halstead Avenue, Pasadena, CA
  (626) 792-6981

Questions regarding fire retardant materials should be directed to Inspector Jennifer Baron at (626) 974-8335 or (213) 393-8544.