

SUBJECT: TENT SAFETY PROCEDURE

Procedure No: S-08-013

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PROCEDURE STATEMENT

This Tent Safety Procedure will be adhered to and maintained by all University of Toledo employee's and students.

PURPOSE OF PROCEDURE

To adhere to state fire marshal requirements and to



### Structural Analysis

Shall include:

- A structural analysis shall be provided by the tent manufacturer or certified body.
- If a structural analysis is not available or completed for a proposed tent the design windspeed shall be 20mph for an enclosed tent or 25mph for an open tent.
- Max occupant load for a tent without structural analysis shall be 55 people.

### Emergency Evacuation

Shall include:

- If the tent and or ballasting/anchorage is not designed to withstand a wind speed of 114 mph a weather emergency evacuation plan shall be provided.
- The evacuation plan shall designate the party responsibilities of who will monitor weather/wind speed for the duration of the event, how wind speed is monitored, at what windspeed evacuation is to occur, and how evacuation will be conducted.

### Fire Watch Plan

Shall include:

- If the occupant load of the tent exceeds 100 people, or if the tent is located within 20ft of a building, a fire watch plan shall be submitted unless sprinklers are being provided.
- The fire watch plan shall designate:
  - Identify the fire watch personnel
  - The responsibilities of the fire watch personnel
  - The parties responsible for the fire watch
  - Shift times of the fire watch personnel

### Supplemental Information

Shall include:

- Specification sheets for electrical devices and generators confirm proper listing for the proposed environment.
- Specification sheets for exit signs to confirm compliance with International Fire Code (IFC) 3103.12.6.1
- Specification sheets for heating/air conditioning equipment proper listing
- Copy of the flame propagation certificate to confirm compliance with IFC 3104.2

- Application date, event addresss, event name, dates and times of event, install and tear down dates, owner name, owner phone number, installer name, installer phone number, manufacturer/model number of tents, name of responding fire department, proof of responding fire department being notified, usage of electricity, cooking inside or near the tent.

- When the side flaps of tents are utilized and the occupant load is 50 or more, two exits must be provided and identified with internally illuminated exit signs. In addition, emergency lighting is required.
- Pop up tents are permitted as long as they have been anchored down properly.
- All pressurized cylinders shall be secure.
- Aisles and exits must be maintained free of obstructions.
- Tents must be wheelchair accessible
- When port-a-johns are provided, at least one (1) unit must be wheelchair accessible.
- No Smoking signage shall be posted
- Arrangements must be made to dispose of all trash.