

UNIVERSITY OF TOLEDO

SUBJECT: TENT SAFETY PROCEDURE

Procedure No: S-08-013

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 provide for the identification, tracking and correction of deficiencies in compliance with applicable codes, standards, procedures and regulations that may present an unsafe environment for any person(s) associated with tent usage at The University of Toledo. The use of tents on University property requires that the sponsor, planner or host for the activity erect them in accordance with procedures to assure compliance with state law and minimize risks associated with the use of these structures.

PROCEDURE

It is not appropriate to place a tent on campus without specific consideration of the location. Maps with acceptable tent locations are available through the Grounds Department. All tents must fill out an application to erect a tent on campus; forms are acquired through the student reservations office (419-530-2931).

Responsibility

The Environmental Health and Radiation Safety Department (EHRS) is responsible for providing guidance on the tent safety procedures for all University of Toledo Campuses. All permitted tents used on University property must adhere to this procedure. The proposed location of the tent must be approved by at least one University of Toledo representatives from each department in: environmental health and radiation safety, groundskeeping, and student involvement .

State Inspection Criteria

It is the responsibility of the applicant to ensure all listed requirements for tents are incorporated into the setup of the tent. Failure to acquire state permits shall be grounds for revoking permission even if university representatives have granted allowance.

The requirements for certain tents which will induce a state inspection and permit requirement are:

- Tents and membrane structures, for temporary or permanent use, having an area larger than 200 square feet or;
- If it is a canopy type tent that has at least 75% of the perimeter open and if it is over 400 sq. ft., the tent must be permitted.
 - Canopies open on all sides may be exempt if they meet all the following criteria:
 - 1.) Individual canopy having a maximum 700 square feet in size.
 - 2.) The aggregate area of multiple tents placed side by side without a fire break clearance of 12ft, does not exceed 700 square feet total.
 - 3.) There is a minimum clearance of 12ft to all other structures including other tents.

State Inspection Requirements

The Ohio department of commerce may require additional information at their discretion but current guidelines outlined are the following:

Spacing Tents

Shall include:

- The aggregate area of multiple canopies (with all sides open) cannot exceed 700 square feet in area and placed side by side with a minimum clearance of 12 feet from other tents or canopies, and must also retain a distance of 20 feet from buildings and vehicles or;
- A minimum clearance for canopies (without all sides open) and tents must be 20 feet from other tents, canopies, buildings, and vehicles.

Detailed Site Plan

Shall include:

- A vicinity map in which general location of the tent/canopy can be determined.
- An enlarged area plan that identifies the location of the proposed tents, permanent structures (e.g. buildings) in the vicinity, temporary structures (e.g. stage), restroom facilities, and all equipment provided for utilization of the proposed tent (e.g. generators, heaters, ac units, and propane tanks). If electric for the tent is provided from a permanent onsite source identification of the location must be included.
- The site plan must identify the distance between the proposed tents and the other items listed above. If the tent is using stakes and guy wires for anchoring the distance shall be specified from the stakes.

Floor Plan

Shall include:

- The location/spacing of tent frame legs, and designation of whether the tent is installed with sidewalls
- Arrangement of furnishings/seating within the tent with declaration of design occupant load.
- Declaration of use of tent (e.g. eating/drinking, general assembly without eating/drinking, clerical, training space, or merchandise sales).
- Location and width of exits.
- Location and type of all electrical and heating equipment.

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.

Planning Considerations

Advanced planning is strongly encouraged as permits from the State of Ohio on an expedited basis may incur additional fees or be refused. An expedited basis shall be at the discretion of the permitting body.

Tents requiring permits must be erected in advance as to be available for weekday inspection by a State of Ohio inspector. A Sunday event will likely require the tent in place no later than the previous Friday morning. Rental companies that have been utilized for tent rentals are Meredith Party Rentals and Toledo Tent. Questions on any contractual agreement shall be referred to the legal department.

No personal tents, that meet the permitting criteria, from non-approved sources will be permitted. Tents must be supplied with portable fire extinguishers, exit and no smoking signs. Tents must have a flame resistance certificate and must be 20 feet apart and similarly separated from other structures, such as buildings, parked vehicles and outdoor cooking equipment. Cooking tents require special fire extinguishers and the vendor providing food services must be required to provide them.

Contact Information

Applications for inspections not requiring sealed plans are available at www.com.ohio.gov.

Contact information for the department of commerece is:

Department of Commerce
Bureau of Building Code Compliance
6606 Tussing Road
Renoldsburg, OH. 43068-9009
(614)664-2223 – phone
(614)664-2618 – fax

Coordination of state inspections – 1 (800) – 822-3208.

Environmental Health and Radiation Safety Inspections

All tents are subject to compliance inspection by the EHRS. A tent found not to be in compliance is subject to closure and will not be re-opened for usage until all issues are resolved. The Department Director or responsible designee hosting the event is responsible for their tent and the tent contents meeting the following requirements:

- NFPA 701 for flame retardness (and must be labeled as such) or equivalent approval.
- No hay, straw, shavings or similar combustible materials are permitted within the tent.
- At least one (1) five-pound all-purpose fire extinguisher (ABC) must be provided by the applicant.
- Cooking is not permitted within the tent without prior authorization of the EHRS and completed permits.
- Open flames are not permitted without prior authorization from the EHRS department and third party contractors.
- Tents must be erected to meet the manufacturer's specifications. This includes normal stability of the tent and resistance to wind.
- Electrical supply must be installed by a licensed electrician and inspected by a certified electrical inspector. The inspection sticker must be posted on the temporary panel.
- The underground lines must be marked off to avoid contact with underground public utilities.

- 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. Charcoals must be submerged in water before disposal.
- There must be at least 10 feet of clear and unobstructed space between adjoining tents.
- Comfort heating devices shall be pre-approved by the EHRS and third party contractors.
- Tents must comply with the Ohio Administrative Code 1301:7-7-24
- If alcohol is to be sold or provided with admission, then proper permits must be acquired.

Source: Safety & Health Committee

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