

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. Particularly in view of underground utilities certain areas of the campus have been mapped as more or less appropriate for tent set up. Maps with acceptable tent locations are available at Facilities Planning, Athletics, Grounds, Student Union, Environmental Health and Radiation Safety and UT Police.

The tent safety policy shall consist of persons from the following departments:

- Environmental Health and Radiation Safety
- Grounds
- Facilities Maintenance
- University of Toledo Police
- Department Director or designee who is responsible for oversight of adherence to this tent procedure.

Responsibility

The Environmental Health and Radiation Safety Department (EHRS) is responsible for implementing the tent safety procedure on 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 the EHRS.

Permitting Criteria

It is the responsibility of the applicant to ensure all listed requirements for tents are incorporated into the setup of the tent. There are requirements for certain tents.

- 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.
- Any other type of tent greater than 120 sq. ft. requires a permit.

Advanced planning is strongly encouraged as permits are not available from the State of Ohio on an expedited basis. Tents requiring permits must be erected in advance of the event so as to be available for weekday inspection by a State of Ohio inspector. A Sunday event will require the tent in place no later than the previous Friday morning. There are rental companies that have been utilized for tent rentals before including Meredith Party Rentals and Toledo Tent. These vendors can supply the additional equipment requirements. No personal tents, that meet the

permitting criteria, from non-approved sources are 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, parked vehicles and outdoor cooking equipment. Cooking tents require special fire extinguishers and the vendor providing food services must be required to provide them.

There is a fee for permits issued through the Ohio Department of Commerce – Division of building Code compliance. The application is usually completed by the tent supply rental company and can be located at : APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS are available at www.com.ohio.gov.

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

All tents are subject to compliance inspection by the EHRS. A tent found not to be in compliance is subject to closure for usage. The Department Director or designee is responsible for the tent and the tent contents meeting the following requirements.

- NFPA 701 for flame retardness (and must have label 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.
- Open flames are not permitted without prior authorization from the EHRS department.
- 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.
- Tents must comply with the Ohio Administrative Code 1301:7-7-24;
http://www.seattle.gov/DPD/cs/groups/pan/@pan/documents/web_informational/p2627229.pdf

Source: Safety & Health Committee

Effective Date: 06/12/2014
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