



TENT SAFETY

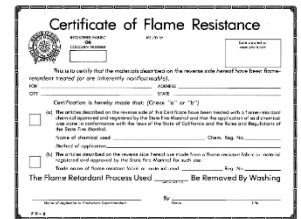
Campus Division of Code Compliance and Fire Safety

The Approval Process

Tent approvals for events on university property are coordinated through campus Code Compliance and Fire Safety with assistance from the Champaign Fire Department and the Urbana Fire Department. Tents in excess of 400 sf shall not be erected, operated, or maintained for any purpose without first obtaining approval; tents less than 400 sf do not require approval through CC&FS. Note: All tents are subject to relevant university and individual facility policies.

When a department requests that a tent be used as part of an event on campus, a "Tent Application" shall be forward to fandscodfire@illinois.edu for review and approval. Documents to be included with the campus application request include:

- Provide a copy of certificate of flame resistance for the tent.
- Provide the intended method used to secure tent to the ground.
- Provide a detailed site plan (including location and size of tent); indicate any proposed heaters, cooking areas, and transformers on the site plan. Indicate any proposed site electrical. Cut sheets shall be provided for all proposed equipment.
- As applicable, provide a dimensioned floor plan including a seating arrangement. Indicate if the tent is open or if the tent has sides. Should the tent have sides, indicate all intended means of egress. Where serving more than 50 persons, exit signs shall be installed to indicate the direction of egress.



TEMPORARY MEMBRANE STRUCTURES AND TENTS

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96



Code Compliance and Fire Safety will review the application and contact the department applicant with any additional questions and potential code required changes to their proposal, or issue an approval. An approved tent application form will be kept on file at the Code Compliance and Fire Safety office and emailed to the contact to be kept on site. When necessary, permits and inspections may be required by the Champaign Fire Department or the Urbana Fire Department. In the case of DIA sponsored or affiliated events, the Champaign Fire Department will additionally require inspection prior to the start of the event.

Tent Safety Requirements (IBC and IFC):

- Tents having an area in excess of 400 sf shall not be erected, operated, or maintained for any purpose without first obtaining campus Code Compliance and Fire Safety approval.
- All applicants shall have an event evacuation plan in place for inclement weather; the applicant must be aware and responsible regarding the hazards of weather events. For any events where there are high winds, the tent shall be evacuated.
- Tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse. Documentation of structural stability may be requested by the department on larger tents. Tents are not typically designed for snow or ice loading.
- Cooking shall not take place under the tent; cooking shall be a minimum 20 feet from the tent.
- Portable fire extinguishers shall be placed (in all assembly tents, and tents with hazards); maximum distance to a fire extinguisher shall be 75 feet. Fire extinguishers shall be placed at each cooking station.
- If the tent has sides, any exits shall remain open unless covered with a flame-resistant contrasting colored curtain that is free sliding on a metal support that is a minimum of 80 inches above the ground.
- There shall be no smoking under the tent.



Tent Accessibility Requirements (2018 IAC)

- 2018 IAC requirements include, but are not limited to the following:
 - An accessible route shall be provided including walking surfaces not steeper than 1:20. The clear width of walking areas shall be 36 inches minimum.
 - Thresholds shall be ½” high maximum with a compliant beveled edge.
 - The accessible route shall be stable, firm, and slip resistant.
 - Tent pads shall have clear ground space complying with 1013.2 on all usable sides; the clear ground space shall be 48” wide minimum. The surface of the clear ground space shall be firm and stable; the surface shall allow use of tent stakes and other securement devices.
 - If seating is provided, the number of wheelchair spaces shall meet the following IAC table:

Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas	
Number of Seats	Minimum Number of Required Wheelchair Spaces
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5000	6, plus 1 for each 150, or fraction thereof, between 501 through 5000
5001 and over	36, plus 1 for each 200, or fraction thereof, over 5000



The organizers will be asked to acknowledge that the following announcement be provided when advertising the event:

“If you will need disability-related accommodations to participate in this program/event, please contact (name, host department) at (phone number, e-mail.) Early requests are strongly encouraged to allow sufficient time to meet your access needs.”

Heaters, General:

- Keep any combustible material at least 3 feet (1 meter) away from the heating equipment.
- Systems installed to provide heat outside a building shall be radiant systems. Such heating systems shall be controlled by an occupancy sensing device or a timer switch. 2018 IECC C403.12.1

Propane Patio Heaters (NFPA 1, 69.3.13)

- Integral LP-Gas containers with a capacity greater than 1.08 lb (0.49 kg) require the heaters be listed.
- Propane heaters need to be used in accordance with their listing and manufacturer instructions. Prior to using a propane heater, refer to the manufacturer's instructions for information such as:
 - Necessary clearances from the heating element
 - Proper ventilation required
 - Proper inspection, cleaning, and maintenance procedures
 - Lighting and shutdown procedures
 - Where the heater can and cannot be used (for example no enclosed locations)
 - Procedures for properly storing heaters
- If a heater uses propane hoses, they must be as short as possible, visible, and protected from damage.
- Where propane heaters are used, the cylinders must be stored properly:
 - Cylinders must not be stored inside a building.
 - Cylinders in storage must be placed in a location with minimal potential for physical damage, tampering, or exposure to excessive temperature increases.
 - Cylinders must not be stored on the roof.
 - Cylinders must be minimum 5 ft (1.5 m) away from any doorway or opening in a building frequented by the public where occupants have at least two means of egress; 10 ft (3 m) away from any doorway or opening in a building or section of a building that has only one means of egress
- Tents with sides and propane heaters shall have smoke detectors/CO detectors provided.



Electric Patio Heaters (NFPA 1, Section 11.1, 11.5.3)

- Portable electric heaters must be placed in locations where they cannot be easily overturned. The heaters must also be listed by a qualified electrical testing laboratory.
- Electric heaters need to be used in accordance with their listing and manufacturer instructions. Prior to using an electric heater, refer to the manufacturer's instructions for information such as the following:
 - Necessary clearances from the heating element
 - Installation and wiring requirements
 - Proper inspection, cleaning, and maintenance procedures
 - Electric heaters should be used only where they can be plugged directly into the appropriate receptacles or extension cords of adequate current capacity.
 - Multiplug adapters and extension cords must not be used in place of permanent wiring.
 - Extension cords must be plugged directly into an approved receptacle, power tap, or multiplug adapter and must, with the exception of approved multiplug extension cords, serve only one portable appliance.
 - Extension cords must be grounded when servicing grounded portable appliances.
 - Extension cords must be maintained in good condition without splices, deterioration, or other damage.
 - For installations that are not deemed temporary structures, extension cords and flexible cords cannot be affixed to structures; extended through walls, ceilings, floors, or under doors or floor coverings; or be subjected to environmental or physical damage.



STAY SAFE & ENJOY YOUR EVENT; PLEASE DIRECT ANY QUESTIONS TO: FANDSCODEFIRE@ILLINOIS.EDU