

GUIDELINE 3. TENTS

1.0 PURPOSE

- 1.1** To establish safety guidelines for the installation and use of tents on the University of Pennsylvania campus.

2.0 DEFINITIONS

- 2.1** **TENT** - A structure, enclosure or shelter constructed of fabric or pliable material supported in any manner other than air pressure or the contents that it protects.

3.0 RESPONSIBILITY

- 3.1** Anyone contracting for the installation of a tent on University of Pennsylvania property should review these guidelines and monitor the installation and use to assure adherence to these minimum standards.

4.0 PROCEDURES

4.1 ADMINISTRATIVE REGULATIONS

- 4.1.1** All tents must be installed and maintained in compliance with the Philadelphia Codes (see 2018 Philadelphia Fire Code, chapter 31).
- 4.1.2** An installation permit must be obtained from the City of Philadelphia before a tent covering 400 square feet or more (for example, 15'X15' or 10'X20' tents exceed this threshold) can be installed, operated or maintained (700 square feet if open on all sides and 12 feet or more from other tents and structures). The City may require that an electrical permit be acquired.
- 4.1.3** Tents used for the assembly of more than 50 people are required to have a "Lawful Occupancy" sign posted.
- 4.1.4** Anyone contracting for the installation of a tent should secure from the tent company copies of the permit application, all required permits, required "Lawful Occupancy" signs, flame resistance documentation for the membrane material, site and floor plans indicating the location of the tent, seating arrangements, type of heating/cooling and the means of egress. These materials should be forwarded to the Division of Public Safety, Fire and Emergency Services, for review, prior to the installation of the tent.
- 4.1.5** Use of any combustible ground covering, for example, hay, is prohibited.

4.2 MEANS OF EGRESS

4.2.1 Number of Exits

- The MINIMUM number of required exits is as follows:

<u>Occupant Load</u>	<u>Number of exits</u>
10 - 199	2
200 - 499	3
500 - 999	4
1,000 - 1,999	5
2,000 - 2,999	6
Over 3,000	7

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be arranged so that all points are 100 feet or less from an exit. (General guidance found in Chapter 31 of the 2018 Philadelphia Fire Code, other provisions might apply).

4.2.2 Exit Width

- Exits must be at least six (6) feet in width for an occupant load of up to and including 500 persons.
- Exits must be at least Eight (8) feet in width for an occupant load of 501 to 999 people.
- Exits must be at least ten (10) feet in width for an occupant load 1,000 people or greater.

4.2.3 Travel Distance

- Travel distance to an exit must not be more than 100 feet from any point in a tent.
- An area of 20 feet beyond all exits must be maintained, unobstructed and available for immediate egress.

4.2.4 Aisles

Unobstructed aisles having a minimum width of 44 inches shall be provided from seating area. Aisles shall be progressively increased in width to provide, at all points, not less than one (1) foot of aisle width for each 50 persons served by the aisle at that point.

4.2.5 Lighting and Electrical Wiring

- All lighting and electrical wiring shall be in accordance with the International Code Council Electrical Code Administrative Provision.
- Exit signs must be of photo luminescent material or have back up power.
- Means of egress must be illuminated with light having an intensity of at least one (1) foot-candle while the structure is occupied. Power for means of egress lighting must be supplied from a separate circuit or source.
- Emergency lighting is required for structures used for public assembly with an occupant load of 100 or more persons and which are to be used after sunset.
- All electrical wiring must be properly secured to avoid entanglement hazards.
- Cables crossing the ground must be covered with a molded structure to eliminate tripping hazards.

4.3 FIRE EXTINGUISHERS

4.3.1 All tents must have prominently mounted and available for immediate use at least one portable fire extinguisher with a 2-A:10-B-C rating for every 2000 square feet of enclosable space or portion thereof.

4.3.2 A Wet Chemical extinguisher shall be provided in tents where oil is used for cooking.

4.4 COOKING

4.4.1 Tents used for cooking and heating of food must be used exclusively for that purpose.

4.4.2 Cooking tents must be twenty feet from other tents and any building.

4.4.3 A **minimum of two (2)** fire extinguishers must be prominently mounted and available for immediate use in each cooking tent.

4.4.4 One extinguisher must be behind the serving area.

4.4.5 Ovens and ranges fueled by electricity or compressed gas are permitted for cooking.

4.4.6 Compressed Gas

- Cylinders must be at least ten (10) feet from all tents and buildings, and secured.
- Protective caps must be in place on any cylinders not in use.
- All applicable provisions of the 2018 Philadelphia Fire Code, Chapter 53 "compressed gases" must be followed.
- Refueling cooking equipment during operation is not permitted.

4.4.7 Electricity

- Generators and other internal combustion power sources must be separated from tents by a minimum of 20 feet and must be isolated from contact with the public by fencing, enclosure, or other approved means.

4.5 HEATING/AIR CONDITIONING

4.5.1 Any unit and the fuel used for heating or air conditioning a tent must be ten (10) feet from all other tents and buildings.

4.5.2 Ductwork must not obscure exits.

4.5.3 Devices, fuel and ductwork must be separated and protected from areas intended for occupancy by members of the public.

4.5.4 A person trained in the use of heating and air conditioning equipment must be on site and monitoring equipment while it is in use.

4.5.5 Refueling heating equipment during operation is not permitted.

4.5.6 Electric heaters and air conditioning units and their power source must be ten (10) feet from all tents or buildings.

4.6 SMOKING

4.6.1 Smoking in tents is prohibited.

4.6.2 No smoking signs must be prominently posted, and a no smoking policy must be enforced.

4.7 CANDLES

4.7.1 Use of candles in tents is prohibited.

5.0 GENERAL REFERENCES

- 5.1 Philadelphia Fire Code, 2018 edition, Chapter 31**
- 5.2 International Building Code**

6.0 CONTACT INFORMATION

- 6.1 For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857 or FES@publicsafety.upenn.edu**