



Department of Fire & Emergency Services

SUBJECT: TENTS

1.0 PURPOSE

1.1 To establish safety guidelines for the installation and maintenance of tents on the campus of the University of Pennsylvania

2.0 RESPONSIBILITIES

2.1 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.

3.0 DEFINITIONS

3.1 TENT - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

4.0 PROCEDURES

4.1 ADMINISTRATIVE REGULATIONS

4.1.1 All tents must be installed and maintained in compliance with the Philadelphia Fire Code, the Philadelphia Building Code, the Philadelphia Electrical Code and other applicable codes and standards.

4.1.2 An installation permit must be obtained from the City of Philadelphia before a tent covering 200 square feet can be installed, operated or maintained. An electrical permit may also be required.

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 resistant documentation for the membrane material, and site and floor plans indicating the location of the tent, seating arrangements, type of heating and the means of egress. This paperwork should be secured and 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 combustible ground-covering, such as 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 must be spaced at approximately equal intervals around the perimeter of the tent.

4.2.2 Exit Width

- Exits must be at least 6 feet in width for an occupant load of up to and including 500 persons.

- For an occupant load of 501 to 999 people, the minimum width of each means of egress must be 8 feet.
- For an occupant load of 1,000 people or greater, the exit doors must be at least 10 feet wide.

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

- A minimum of 44-inch aisle width leading to exits must be maintained progressing to at least one foot of aisle width for every 50 occupants.

4.2.5 Lighting and Electrical Wiring

- All lighting and electrical wiring shall be in accordance with NFPA 70
- Exit signs must be self-luminous or have back up power
- Means of egress must be illuminated with light having an intensity of at least one 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
- 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 or portion thereof.

4.3.2 A *Wet Chemical* extinguisher should be available for vegetable oil cooking use.

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** 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 sections of the Philadelphia Fire Code, Chapter 30 “compressed gases” must be followed.

4.4.7 Electricity

- Generator must be ten (10) feet from all tents and buildings. (NOTE: keep related fuel a safe distance from generator & heat.)

4.5 HEATING/AIR CONDITIONING

- 4.5.1 Any unit and its fuel used for heating or air conditioning a tent must be ten (10) feet from all tents and buildings.
- 4.5.2 Ductwork must not obscure exits.
- 4.5.3 Devices, fuel and ductwork must be barricaded.
- 4.5.4 A person trained in the use of equipment must be on site and monitoring equipment while in use.
- 4.5.5 Refueling during operation is not permitted.
- 4.5.6 Electric heaters and Air Conditioning units and their the power source must be ten (10) feet from all tents or buildings.

4.6 SMOKING

- 4.6.1 Smoking is prohibited in tents.
- 4.6.2 No smoking signs must be prominently posted and no smoking policy must be enforced.

4.7 CANDLES

- 4.7.1 Use of candles is prohibited in tents.

5.0 REFERENCES

- 5.1 Philadelphia Fire Code, Chapter 24 & others
- 5.2 International Building Code

6.0 CONTACT INFORMATION

- 6.1 Non – emergency contact phone number at Fire and Emergency Services for questions concerning this Safety Guideline is (215) 573-7857.

DEPARTMENT OF FIRE AND EMERGENCY SERVICES