



Fire Marshal's Office

Department of Campus Safety

Installation of Temporary Structures Policy

Tents

1. An engineering (or manufacturer's) documentation indicating the proper installation of the tent shall be provided upon request. This will only be required for tents requiring a permit in accordance with the International Building Code and International Fire Code: 700 square feet or more if open on all sides or 400 square feet or more if at least one attached sidewall is present.
2. Staking is the desired anchoring method on campus.
3. Minimum distance of stakes from tent base should be approximately one foot less than the height of the tent side wall. For example: if the tent side wall is 7 feet, the distance of a stake from the tent base would be 6 feet. The guy wires should be at an approximate angle of 35-40 degrees. See Figure 1.
4. There should be no slack in the guy wires; there should remain constant tension. Guy wires shall be attached to the stake at ground level, not at the top of the stake.
5. Stakes shall be driven STRAIGHT into the ground, not at an angle, and at least 2/3 length of the stake should be in the ground. See Figure 2.
6. Tent corners should have at least two stakes, tent seams should have at least two stakes if applicable.
7. The event organizer shall contact Work Control at 325-3060 to request a utility line locate at least 48 hours prior to the event for the vendor.
8. Tents set up in a location where staking is not possible shall not use barrels of water as a means of ballast unless the tent is less than 400 square feet.

9. Proper ballasting should consist of concrete blocks or water cubes providing sufficient weight to secure the tent structure.
10. Proper set up with a water cube would include a steel plate at ground level with an engineered guy wire connection point and water cube placed on top. Guy wire can also be attached to the bottom of the water cube if attached properly and method is approved by the OU Fire Marshal's Office.
11. The entire ballast can also be wrapped in such a way that the attachment cannot slide and the loading is not biased to one end or the other.
12. Two ballast concrete blocks or water cubes shall be placed at tent corners and, if applicable, tent seams.
13. Tent shall have an affixed label of flame resistant/retardant rating.
14. All structural connections shall be secured with locking bolts, pins, or clips of sufficient strength.
15. If cooking within the tent, the tent shall be located at least 20 feet from buildings and other tents. Regarding the separation from other tents, the 20-foot separation shall be measured between the stakes of each tent.
16. An appropriate fire extinguisher shall be provided by the event organizer for an enclosed tent near cooking operations.
17. The following requirements are for tents 15,000 square feet or larger:
 - 17.1. Exit doors swing in the direction of travel and opening force does not exceed 15 pounds.
 - 17.2. Exit signs shall be installed.
 - 17.3. Exits are spaced at equal intervals around the perimeter and all points no more than 100 feet from an exit.

Fig. 1

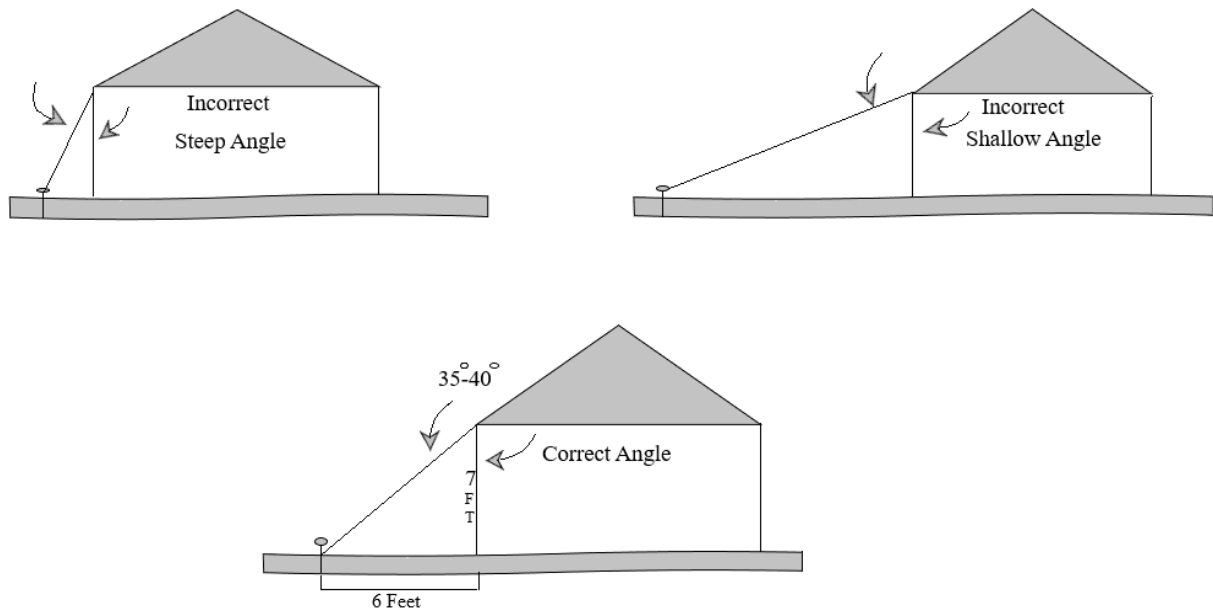
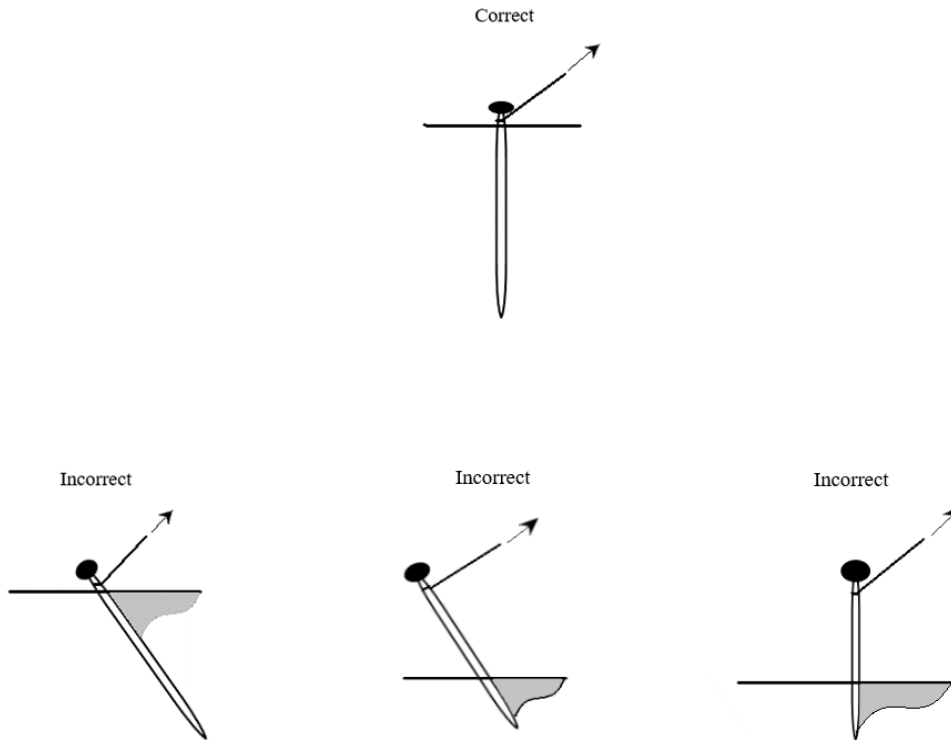


Fig. 2



Inflatables

1. Inflatables shall be staked whenever possible.
2. Where not possible to stake an inflatable, proper ballasting shall be installed in accordance with engineering or manufacturer's documents. These documents shall be provided upon request.
3. At least one employee of the vendor supplying the inflatable shall remain with the inflatable for the duration of the event.
4. If wind speeds exceed the maximum wind rating, the inflatable shall be shut down and deflated.

Stages and Bleachers

1. Code compliant engineering (or manufacturer) documents indicating proper installation shall be provided upon request.
2. If a stage is set up outdoors, it shall be ballasted in accordance with the engineering (or manufacturer) documents.
3. Temporary stage canopies in excess of 400 square feet require the following documents:
 - 3.1. Construction documents in accordance with the International Building Code and shall include:
 - 3.1.1. A summary sheet showing the building code used, design criteria, loads and support reactions.
 - 3.1.2. Detailed construction and installation drawings.
 - 3.1.3. Design calculations.
 - 3.1.4. Operating limits of the structure outlined by the registered design professional including environmental conditions and physical forces.
 - 3.1.5. Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
 - 3.1.6. Means of adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

3.2 Designation of responsible party.

3.3 An operations plan that shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with construction documents.