



Office of Fire Safety  
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UPDATED FOR 2014/2015

#### THE FOLLOWING ARE SAFETY GUIDELINES FOR CAMPUS EVENTS

**1. TENTS:** THE LOCATION OF ALL TENT INSTALLATIONS WILL NEED TO BE APPROVED BY THE OFFICE OF FIRE SAFETY PRIOR TO THE EVENT. ALL OUTSIDE VENDORS SUPPLYING A TENT MUST PROVIDE A CERTIFICATE OF FLAMMABILITY TO THE OFFICE OF FIRE SAFETY, SEVERAL WEEKS IN ADVANCE OF THE EVENT. THE TENT MUST HAVE AN APPROVED LABEL SEWN INTO THE TENT STATING THAT IT IS NON COMBUSTIBLE OR FLAME-RESISTANT.

**NOTE:** TO DETERMINE IF A NJ STATE BUILDING PERMIT AND OR NJ STATE DIVISION OF FIRE SAFETY PERMIT IS REQUIRED, PLEASE CONTACT THE OFFICE OF FIRE SAFETY.

**2. MEANS OF EGRESS (EXITS)** UNDER THE TENT MUST BE CLEARLY VISIBLE AND UNOBSTRUCTED-- AISLES FOR TABLES AND CHAIRS MUST BE MAINTAINED. A SEATING PLAN WITH THE STATED OCCUPANT LOAD SHALL BE PROVIDED IN ADVANCE.

**3. PLACING SIDES ON A TENT OR HAVING THE FUNCTION AT NIGHT** WILL REQUIRE THE INSTALLATION OF EXIT AND EMERGENCY LIGHTING WITH A BATTERY BACKUP FUNCTION.

**4. ALL TENT SUPPORTS** MUST BE AS PER MANUFACTURER'S SPECIFICATIONS. A STRUCTURAL ENGINEERS REPORT MAY BE REQUIRED FOR FINAL APPROVAL.

**5. KEAN'S LIBERTY HALL TENT** IS 40 x 80 AND WILL ALLOW APPROXIMATELY 200 PEOPLE WITH TABLES AND CHAIRS, AS PER NJ FIRE CODE. THIS NUMBER MAY NOT BE PRACTICAL AND DOES NOT APPLY IF ADDITIONAL ITEMS ARE PLACED IN THE TENT SUCH AS PODIUMS AND STAGE PLATFORMS.

CONTACT THIS OFFICE WITH A FLOOR PLAN LAYOUT TO DETERMINE THE EXACT OCCUPANCY ALLOWED.

KEAN UNIVERSITY'S LIBERTY HALL TENT HAS AN ANNUAL PERMIT BUT MUST BE RE-INSPECTED EVERY (3) THREE MONTHS FOR STRUCTURAL INTEGRITY. THE CONDITIONS TO CONSIDER INCLUDE STRESS FROM SEVERE INCLEMENT WEATHER. INSPECTION GUIDELINES TO FOLLOW ARE IN CHAPTER 24 OF THE NJ INTERNATIONAL FIRE CODE.

THE OFFICE OF FIRE SAFETY WILL BE RESPONSIBLE TO HAVE THE INSTALLER INSPECT THE TENT QUARTERLY.

**6. NO UNAPPROVED OPEN FLAME** IS ALLOWED UNDER THE TENT OR INSIDE BUILDINGS OR UNDER A BUILDING'S CANOPYS OR OVERHANGS. SEE ITEM # 29 BELOW FOR CANDLE USE.

COMBUSTIBLE TRASH MUST BE EMPTIED ON A REGULAR BASIS THROUGHOUT THE EVENT.



7. HEATING DEVICES DURING INCLIMATE WEATHER WILL REQUIRE A PERMIT AND MUST BE INDIRECT FIRED TO ALLOW THE PRODUCTS OF COMBUSTION TO VENT OUTSIDE THE TENT.

8. SMALL STERNO CANS FOR WARMING FOOD WILL BE ALLOWED UNDER THE TENT.

9. COOKING AND SMOKING UNDER THE TENT IS PROHIBITED

10. NO SMOKING SIGNS SHALL BE POSTED IN THE TENT

11. IN CASE OF INCLIMATE WEATHER **EVACUATE** THE TENT AND **SEEK SHELTER INSIDE A BUILDING.**

PER NJ DIVISION OF FIRE SAFETY- ALL RESPONSIBLE PERSONNEL PROVIDING SECURITY ARE TO BE ALERTED WITH THE THREAT OF INCLEMENT WEATHER OR HIGH WINDS. WHEN A 3 SECOND WIND GUST EXCEEDS 20MPH, A TEAM OF QUALIFIED STAFF ARE TO BE PUT ON ALERT. **WHEN A 3 SECOND WIND GUST EXCEEDS 25MPH, ALL TENTS ARE TO BE EVACUATED.** TENTS ARE NOT TO BE OCCUPIED UNTIL WINDS ARE BELOW 25MPH. ALL FABRIC AND WIND GATHERING COMPONENTS ARE TO BE REMOVED WHEN A 3 SECOND WIND GUSTS EXCEEDS 35 MPH. AFTER A PERIOD OF SEVERE WEATHER OR SUSTAINED HIGH WINDS, THE TENT MUST BE INSPECTED AND REPAIRED PRIOR TO RE-OCCUPANCY.

12. KEAN UNIVERSITY CURRENTLY USES PARTY LINE TENT RENTALS FOR PROFESSIONAL INSTALLATION OF TENTS.

THE CONTACT NUMBER IS 1-914-592-1200

13. ALL "OUTSIDE VENDOR" COOKING REQUIRES A PERMIT-SEE FEE REQUIREMENT BELOW: COOKING MUST BE LOCATED 20FT AWAY FROM THE OCCUPANCY TENT AND LOCATED UNDERNEATH A CANOPY.

14. FIRE EXTINGUISHERS ARE REQUIRED UNDER ALL OCCUPANCY TENTS AND NEXT TO ALL COOKING AREAS. A MINIMUM OF TWO –ABC (10LB) 3A-40-BC –AND - CLASS K - TYPE WILL BE NEEDED FOR DEEP FAT FRYERS.

CONTACT OFFICE OF FIRE SAFETY FOR EXACT NUMBER AND PLACEMENT OF FIRE EXTINGUISHERS.

15. OUTSIDE CATERERS SHALL BRING THEIR OWN FIRE EXTINGUISHERS IN PROPER WORKNG CONDITION WITH A CURRENT INSPECTION TAG.

16. FOR ALL FUNCTIONS ON CAMPUS -TABLES AND CHAIRS SHALL NOT BLOCK ANY EXIT OR MEANS OF EGRESS AND SHALL BE COORDINATED WITH SUSAN LANGAN IN SETUP AND LOU MAGLIARO IN FIRE SAFETY.

17. ALL BUILDINGS/ROOMS USED FOR ANY FUNCTION MUST FOLLOW OCCUPANCY LOAD LISTINGS. A MINIMUM OF ONE CROWD MANGER PER 250 PERSONS IS RECOMMENDED.

18. KEAN UNIVERSITY PERSONNEL SHALL MAKE AN ANNOUNCEMENT TEN MINUTES PRIOR TO EACH INDOOR EVENT POINTING OUT THE EMERGENCY EXITS.

19. USE OF INDOOR SMOKE/FOG MACHINES OR PYROTECHNICS IS PROHIBITED.

20. HAY BALES, IF USED, MUST BE **OUTSIDE** ONLY AND DAMPENED WITH WATER. THE AREAS WITHIN 20 FEET OF THE TENT MUST BE MAINTAINED CLEAR OF COMBUSTIBLES.



- 21.** INDOOR BANNERS, POSTERS, DECORATIONS AS WELL AS SKIRTS FOR TABLES, PLATFORMS, AND STAGES IN BOTH BUILDINGS AND TENTS MUST BE NON-COMBUSTIBLE OR FLAME RESISTANT AND DISPLAYED OR SET UP SO THEY DO NOT BLOCK FIRE EXIT SIGNS OR OTHER FIRE ALARM DEVICES.
- 22.** AT LEAST ONE GALVANIZED METAL TRASH CAN IS REQUIRED FOR THE DISPOSAL OF CHARCOAL ASHES FROM TAILGATE COOKING
- 23.** SIGNAGE ON THE GALVANIZED METAL TRASH CAN IS NEEDED TO STATE: DO NOT DISPOSE OF CHARCOAL ASHES IN THE REGULAR TRASH CONTAINERS.
- 24.** SIGNAGE ON THE GALVANIZED METAL TRASH CAN IS NEEDED TO STATE: DO NOT DUMP CHARCOAL ASHES ON THE GRASS, PAVEMENT OR DOWN STORM DRAINS.
- 25.** ALL BALLONS USED INDOORS WILL BE ANCHORED SO AS NOT TO INTERFERE WITH FIRE PROTECTION DEVICES.
- 26.** ANY HELIUM TANKS OR OTHER COMPRESSED GAS TANKS SHALL BE SECURED FROM FALLING OVER.
- 27.** SPOT OR EFFECT LIGHTING SHALL ONLY BE BY ELECTRICITY.
- 28.** ALL ROADS SHALL BE KEPT CLEAR FOR EMERGENCY RESPONSE VEHICLES AND THE ACCESS TO ALL FIRE DEPARTMENT CONNECTIONS SHALL BE KEPT CLEAR
- 29.** CANDLES THAT ARE NOT BATTERY OR ELECTRICALLY OPERATED ARE NOT PERMITTED WITHIN ANY BUILDING/TENT ON CAMPUS. PLEASE SEE THE SEPARATE CANDLE USE POLICY FOR SPECIFIC REQUIREMENTS.
- 30.** INFLATABLE RIDES; THE RIDES MUST BE CERTIFIED BY THE STATE OF NEW JERSEY. THE VENDOR MUST SHOW WRITTEN DOCUMENTATION THAT THEIR RIDES ARE APPROVED BY THE STATE DIVISION OF CODES AND STANDARDS, CARNIVAL AMUSEMENT RIDES SAFETY RIDE PROGRAM.  
<http://www.nj.gov/dca/divisions/codes/offices/rides.html>
- 31.** PLATFORMS/STAGES > 30" HIGH WILL REQUIRE A PERMIT FROM THE DCA, UCC CONSTRUCTION DIVISION.
- 32.** FIREWORKS; THE STORAGE OR USE OF FIREWORKS REQUIRES A NJ STATE PERMIT AND CERTAIN INSURANCE REQUIREMENTS. ALL FIREWORK REQUESTS MUST BE PLACED WITH THE OFFICE OF FIRE SAFETY.
- 33.** OVERNIGHT STAY IN ASSEMBLY AREAS-A PERMIT MAY BE REQUIRED EVEN IF THERE IS NO DESIGNATED SLEEPING AREAS AT THOSE LOCATIONS REQUIRING ATTENDEES TO STAY OVERNIGHT. PLEASE CONTACT THE FIRE SAFETY DIRECTOR WITH SPECIFIC DETAILS REGARDING OVERNIGHT EVENTS.
- 34.** THE OCCASIONAL USE IN ANY BUILDING OF A MULTI-PURPOSE ROOM, WITH A MAXIMUM PERMITTED OCCUPANCY OF 100 OR MORE, FOR AMUSEMENT, ENTERTAINMENT OR MERCANTILE PURPOSES, SHALL REQUIRE A TYPE 1 PERMIT FROM THE DIVISION OF FIRE SAFETY.
- 35.** LARGE SCALE EVENTS MAY REQUIRE COORDINATION AND PLANNING WITH OUR CAMPUS POLICE DEPARTMENT TO ENSURE PROPER SUPERVISION, STAFF TRAINING, AND CROWD CONTROL.



#### **TENT REQUIREMENTS –TAILGATE COOKING AND DEFINITIONS:**

**NOTE:** TENTS NO MORE THAN 30' IN ANY DIRECTION AND NOT EXCEEDING 900 TOTAL SQUARE FEET-DO NOT REQUIRE PERMITS. ALL OTHER TENTS WILL REQUIRE A PERMIT. PLEASE CONTACT FIRE SAFETY OFFICE FOR DETAILS.

**NOTE:** TAILGATE COOKING BY STUDENTS DOES *NOT* REQUIRE A PERMIT, BUT WILL REQUIRE **SUPERVISION**. THE GROUP HOSTING EVENTS WITH TAILGATE COOKING WILL NEED TO CONTACT THE OFFICE OF FIRE SAFETY FOR AWARENESS AND APPROVAL OF THE LOCATION.

TAILGATE COOKING IS RESTRICTED TO PARKING LOTS. NO SIDEWALK SHALL HAVE TAILGATE COOKING. IF YOU WISH TO HAVE A CANOPY NEAR YOUR TAILGATE COOKING THE CANOPY SHALL HAVE A FIRE RESISTANT IDENTIFICATION LABEL SEWN INTO THE CANOPY FOR INSPECTION. ONE 5LB ABC FIRE EXTINGUISHER IN PROPER WORKING ORDER SHALL BE PROVIDED BY TAILGATER AND PLACED NEAR THE COOKING GRILL. THE COOKING GRILL SHALL BE IN GOOD/PROPER WORKING ORDER FREE OF DEFECTS AND OR SIGNS OF DAMAGE. THE STANDARD SIZE 10 X 10 CANOPY USED FOR TAILGATING SHALL BE SEPARATED FROM OTHER CANOPIES BY TEN FEET. PLACING MORE THAN ONE COOKING CANOPY TOGETHER WILL REQUIRE A PERMIT FROM THE NJ STATE DIVISION OF FIRE SAFETY. THE PERMIT CONDITIONS WILL HAVE THE ADDITIONAL REQUIREMENT THAT THE COOKING GRILL BE COMMERCIAL GRADE.

IF A PERMIT IS REQUIRED FOR A TENT, OUTSIDE VENDOR COOKING OR HEATING DEVICES- THE FEE IS \$42.00 FOR EACH PERMIT AND THE CHECK SHALL BE MADE PAYABLE TO: TREASURER, STATE OF NEW JERSEY. EXIT AND EMERGENCY LIGHTING MAY REQUIRE A SEPARATE PERMIT AND SEPARATE FEE FROM THE NJ DCA CONSTRUCTION CODE OFFICE.

**NOTE:** SEE A SEPARATE SAFETY DOCUMENT FROM KEAN'S OFFICE OF FIRE SAFETY DETAILING BOARD OF HEALTH REQUIREMENTS FOR COOKING UNDER A CANOPY AT OUTDOOR EVENTS OPEN TO THE PUBLIC.

#### **DEFINITIONS:**

**TENT-** A STRUCTURE, ENCLOSURE OR SHELTER CONSTRUCTED OF FABRIC OR PLIABLE MATERIAL SUPPORTED IN ANY MANNER EXCEPT BY AIR OR THE CONTENTS THAT IT PROTECTS, WITH SIDEWALLS OR DROPS ON MORE THAN 25 PERCENT OF THE PERIMETER.

**COOKING CANOPY-**A STRUCTURE, ENCLOSURE OR SHELTER CONSTRUCTED OF FABRIC OR PLIABLE MATERIAL SUPPORTED BY ANY MANNER, EXCEPT BY AIR OR THE CONTENTS THAT IT PROTECTS AND IS OPEN WITHOUT **ANY** SIDEWALLS.

**Note:** Please call the Kean University Office of Fire Safety at 908-737-4813 [magliarl@kean.edu](mailto:magliarl@kean.edu) for specific requirements. JNM