



EHS Fire Safety and Prevention General guidelines

The Environmental Health and Safety Fire Safety and Prevention general guidelines are for events on ASU campuses registered through the Special Event Registry. These guidelines are intended for events that do not require an operational permit. These general guidelines will assist the event to ensure a safe and fun experience for the ASU community.

<u>Refer to the International Fire Code 2018 Edition</u>, including its appendices, for more information on fire safety and prevention.

Means of egress

All emergency exits must always be clear and unobstructed. Displays, equipment and temporary setups should not obstruct exits.

The required number of exits per occupant load is:

- Two exits: 1–500 individuals.
- Three exits: 501–1,000 individuals.
- **Four exits**: 1,000+ individuals.

Corridors must always be clear and unobstructed for emergency exit access. The most common required corridor width is 44 inches.

The International Fire Code describes a corridor as "a long hallway or passage providing access to exits or rooms or an enclosed exit access component that defines and provides a path of egress travel."

Events that use barricading, such as bike racks, fencing, etc., must have adequate exit capacity determined by the occupant load served.

Electrical safety

Extension cords:

- Must be listed and approved by a recognized testing agency such as Underwriters Laboratories and are for temporary power use.
- Must run from the appliance to the electrical receptacle. They cannot be attached in series with other extension cords or surge protectors.
- Must use a grounding element. Two-pronged cords with no grounding element are not permitted.
- Shall not run through openings, including but not limited to ceiling systems, doors and walls.
- Should have a minimum of 16 auge or heavier 16, 14, 12, etc.

Multi-plug adapters are not permitted at any ASU campus. These adapters are commonly referred to as cube adapters.

Surge protectors:

- Cannot be attached in series with other surge protectors or extension cords.
- Must be run from the electrical receptacle to the appliance in use.
- Should not be overloaded. Users must follow the required loading information usually printed on the device's back.

All public access electrical cords must be protected with a protective ramp or similar protection to prevent slips, trips and falls.

Portable space heaters must be:

- Listed and labeled by a recognized testing agency, such as Underwriters Laboratories.
- Operated more than three feet away from combustible materials.
- Plugged directly into an electrical receptacle. They may not be plugged into a surge protector, extension cord or similar electrical adaptor.
- Used only:
 - o In appropriate locations as indicated in the manufacturer's recommendations.
 - When the space is occupied, it must be stored and unplugged while not in use.

Users are required to follow all manufacturer recommendations listed.

Tents, temporary event structures and other membrane structures

Definitions:

- **Inflatable**: Games, rides, objects, etc., that use a hand pump or electric blower to inflate or remain inflated.
- **Tent**: A structure, enclosure, umbrella structure or shelter, with or without sidewall or drops, constructed of fabric or pliable material supported in any manner except by air of the contents it protects. Examples include pop-ups, commercial tents, canopies, etc.
- **Umbrella structure**: A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable materials supported by a central pole.

Individual tents and umbrella structures must be ballasted. Staking is the recommended form for ballasting. If staking is not permissible, sandbags, concrete blocks, etc., can be utilized, with a minimum of 60 pounds per upright for tents up to 399 square feet.

Tents larger than 400 square feet require staking or ballasting at least 1,000 pounds per upright.

Commercial and non-commercial-grade tents must be fire-resistant and flame retardant, with a label or proof of these properties. Testing and certification must follow NFPA 701 Test Methods 1 and 2.

Tents must be a minimum of 20 feet from other buildings, structures and tents.

The ASU event coordinator and vendors must monitor the weather. In weather with sustained winds of 20 miles per hour or greater, the coordinator must evacuate and take down all tents, canopies, inflatables, umbrella structures, etc., and they shall not be used as shelters.

Inflatable requirements include:

- Operating inflatables with only an electric blower. Portable gas-powered or electrical generators are not permitted to be operated.
- Using stakes as a primary means of ballasting on all utilized anchorage points on the exterior of buildings or structures.
- Utilizing sandbags, concrete blocks, etc., as a means of ballasting when staking is not permissible.

Open-burning, recreational fires and portable outdoor fireplaces¹

Definitions

Open burning: Per <u>International Fire Code, 2018, Chapter 2</u>, "the burning of materials wherein combustion products are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudge pots and similar devices... For this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open."

Portable outdoor fireplaces: Per <u>International Fire Code, 2018, Chapter 2</u>, "solid-fuel-burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material... may be open in design, or may equipped with a small hearth opening and a short chimney or chimney opening in the top."

Recreational fires: Per <u>International Fire Code, 2018, Chapter 2</u> "an outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes."

All burn methods described below shall not be left unattended until the fire is fully extinguished.

At least one five-pound ABC-type portable fire extinguisher must be within 30 feet of a fire or burning operation. The extinguishers must have been serviced and inspected by a fire equipment service company within the last 12 months.

The following burn methods must be conducted at the distances below²:

- Bonfires: More than 50 feet from any structure or combustible materials.
- **Open burning**: More than 50 feet from any structure.
- Portable outdoor fireplaces: More than 15 feet from a structure or combustible materials.
- Recreational fires: More than 25 feet from a structure or combustible materials.

Fire service features and fire protection systems

Fire apparatus access roads, commonly called fire lanes, must always be clear and unobstructed and a minimum of 20 feet wide and 15 feet in height, or 26 feet in width if an aerial apparatus is required. This includes but is not limited to vendors and contractors that load equipment, supplies and other materials as part of an event or project.

¹ Burning of non-gaseous fuel, such as wood, is prohibited on no-burn days in Maricopa County. Refer to Maricopa.gov/aq for additional information.

² To avoid impacting building occupants, locate open burns, recreational fires and portable outdoor fire places downwind of building air intake systems as much as possible.

Definition: Per <u>International Fire Code, 2018, Chapter 2</u>, a fire apparatus access road is "a road that provides access from a fire station to a facility, building or portion thereof. The general term includes all other similar terms such as fire lanes, public street, private street, parking lot lane and access roadway."

All fire alarm devices, including horns, strobes and manual pull stations, shall always be visible and accessible.

Smoke and haze are typically used for theatrical performances or to enhance the view of an event. They are not authorized within a building without the approval of EHS Fire Safety and Prevention and the ASU Fire Support Systems Technologies department. Approval may require the fire alarm system to be activated with an approved fire watch.

Fire protection equipment, including KnoxBoxes, fire department connections, fire alarm control panels, fire hydrants, etc., shall always be clear and unobstructed.

Portable fire extinguishers are provided in common areas throughout ASU-owned and operated buildings. They are serviced and inspected annually by EHS Fire Safety and Prevention or an authorized fire service equipment company. They should be clear and unobstructed for permanent or temporary setups.

Mobile food preparation vehicles — food trucks

Commercial cooking system testing, service and maintenance should be professionally designed and licensed. They must have the required fire suppression systems and meet all fire code safety standards. Self-setups include but are not limited to self-design box trucks and self-made trailers. Self-setups are not authorized for use at any ASU event. Food preparation vehicles must be serviced and maintained at sixmonth intervals and have a service tag affixed to the system for inspectors to verify.

Mobile food preparation vehicles should have an installed kitchen exhaust hood when grease-laden vapors are present. Cooking oil storage containers should have a maximum of 120 gallons and be stored so they do not topple or become damaged during transport. The maximum capacity of liquid petroleum gas — propane — containers transported and used to fuel cooking appliances should not exceed 200 pounds.

LP-gas containers should be mounted and restrained to prevent movement. There should be a minimum of one Class K portable fire extinguisher installed near cooking equipment associated with deep-fat fryers. All other instances should have a minimum of one portable, 10-pound ABC-type fire extinguisher serviced and maintained within the last 12 months by a certified testing agency.

The local fire department performs vehicle safety inspections.

All food trucks require an application. Complete the application and submit it to <u>submit it to ASU Food</u> <u>Safety and Health</u>.

Decorative materials

Combustible decorative materials are limited to 10% of the wall area to which materials are attached. Materials should be tested by an approved agency and meet NFPA 701 test methods.

Land use and tobacco-free policy

EHS Fire Safety and Prevention does not approve or disapprove access to land or property used during events. Event coordinators are responsible for getting the official land or property-use approval.

ASU is a tobacco-free campus. <u>Refer to ASU policy ACD 803: Tobacco-Free Campus</u> for more information.