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Means of egress

Code reference:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 10 Means of Egress.](#)

Emergency exits: All emergency exits must be clear and unobstructed at all times. There should be no obstructions by including, but not limited to, displays, equipment or temporary setups.

Number of exits per occupant load:

- 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.

Definition: A corridor is a long hallway or passage that provides access to exits or rooms.

Barricading: Any event that uses barricading, such as bike racks, fencing, etc., must have adequate exit capacity determined by the occupant load.

Electrical safety

Code references:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 6 Building Services and Systems.](#)
 - [Section 604 Electrical Equipment, Wiring and Hazards.](#)
- [National Fire Protection Association 70 National Electrical Code 2017 Edition.](#)

Walk-over ramps and cord protection: Any electrical cords in the way of public access must be protected with a walk-over ramp or similar protection to prevent falls, slips and trips.

Multi-plug adapters are **not** permitted at any ASU campus.

Extension cords — listed and approved: All used extension cords must be listed and approved by a recognized testing agency, such as [Underwriters Laboratories](#) or [Factory Mutual](#).

Extension cord size

Extension cords must be a minimum of 16 gauge or heavier — 16, 14, 12, etc.

Two-pronged extension cords and grounding elements

All extension cords must have a grounding element. Three-pronged and two-pronged non-grounded extension cords should not be used.

Extension cords attached in series or piggybacked

All extension cords must run from the appliance to the electrical receptacle. Extension cords cannot be attached in series or piggybacked with other extension cords.

Running extension cords through openings

Extension cords should not run through openings, including, but not limited to, ceiling systems, doors and walls.

Surge protectors — overloading: Surge protectors should not be overloaded. Users must follow the loading information typically printed on the device's back.

Attaching in a series or piggybacking

All surge protectors must be run from the appliances to an electrical receptacle. Surge protectors **cannot** be attached in series or piggybacked with other surge protectors or extension cords.

Portable space heaters

Code references:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 6 Building Services and Systems.](#)
 - [Section 604 Electrical Equipment, Wiring and Hazards.](#)
- [NFPA 70 National Electrical Code 2017 Edition.](#)

Portable space heaters used at ASU must be:

- Listed and labeled by a recognized testing agency, such as Underwriters Laboratories or Factory Mutual.
- Operated more than 3 feet away from combustible materials.
- Plugged directly into a receptacle, not a surge protector or multi-plug adapter.
- Used only when a space is occupied and must be stored and unplugged while not in use or unoccupied utilized in appropriate locations as indicated in the manufacturer's recommendations.

To operate a portable space heater, individuals must follow all manufacturer recommendations.

Tents, temporary event structures and other membrane structures

Code reference:

- [International Fire Code 2018 Edition](#).
 - [Chapter 2 Definitions](#).
 - [Chapter 31 Special Construction](#).

Definitions:

- **Inflatables:** Games, rides, objects, etc., that use a hand pump or electric blower to inflate or remain inflated.
 - Pop-up, commercial tent, canopy, etc.
- **Tent:** A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
- **Umbrella structure:** A structure enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable materials supported by a central pole(s).

Tents and umbrella structures: Individual tents and umbrella structures must be ballasted. Staking is the recommended form for ballasting with sandbags, concrete blocks, etc., at a minimum of 60 pounds per upright pole.

Fire resistance and fire retardant: Commercial- and non-commercial-grade tents must be fire resistant and flame retardant and have a label showing one of these properties. If a label is not affixed, proof of certification must be [emailed to Environmental Health and Safety Fire Safety and Prevention](#). Testing and certification must follow [NFPA 701 Test Methods 1 and 2](#).

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

Inflatables: Every anchorage point must be staked by its primary means. If staking is not possible due to the location, then a proper means of ballasting must be used, such as sandbags, weights, etc.

Inflatables and weather: The ASU event coordinator and vendors shall monitor the weather. If winds or severe weather with sustained wind of 20 mph or greater, the ASU event coordinator shall have all inflatables evacuated and taken down. Inflatables shall not be used as a shelter for the above weather conditions. The manufacturer's recommendations should always be followed.

Inflatable generators: Inflatables with a portable, gas-powered or electrical generator must not operate within a building. Only electrical blowers are permitted inside a building or structure.

Tents, inflatables and weather: ASU event coordinators and vendors must monitor the weather. If winds of 20 mph or greater or severe weather persist, the event coordinator must have all tents and inflatables evacuated and taken down. Tents and inflatables should not be used as a shelter for the above weather conditions. **Manufacturer recommendations must always be followed.**

Open-burning, recreational fires and portable outdoor fireplaces

Code reference:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 2 Definitions.](#)
 - [Chapter 3 General Requirements.](#)

Open burning

The following burn methods must be conducted at a distance described below:

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

All burn methods described above should not be left alone until the fire is extinguished. No fewer than one portable fire extinguisher — serviced and inspected within the last 12 months by a certified agency — must be within 30 feet of an open burn.

Recreational fires

Definition: A recreational fire is an outdoor fire with burning material other than garbage where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit. It has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

Recreational fires must adhere to the following guidelines:

- Conduct the fire at least 25 feet from a structure or combustible material.
- Do not leave the fire alone until it is extinguished.
- Have at minimum a 1–5 pound ABC-type portable fire extinguisher serviced and maintained within the past 12 months by a fire equipment service company.
 - The fire extinguisher should be no farther than 30 feet from the fire.

Portable outdoor fireplaces should be used following the manufacturer's recommendations. They should not be operated within 15 feet of a structure or combustible materials or left alone until extinguished.

Fire service features and fire protection systems

Code references:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 5 Fire Service Features.](#)
 - [Section 503 Fire Apparatus Access Roads.](#)
 - [Chapter 9 Fire Protection and Life Safety Systems.](#)
 - [Section 906 Portable Fire Extinguishers.](#)
 - [Section 907 Fire Alarm and Detection Systems.](#)
- [NFPA 10 Standard for Portable Fire Extinguishers 2018 Edition.](#)
- [NFPA 72 National Fire Alarm and Signaling Code 2016 Edition.](#)

Fire apparatus access roads: Fire apparatus access roads, such as fire lanes, must always be clear and unobstructed. They must be at least 20 feet wide and 15 feet in height clearance, or 26 feet for an aerial apparatus as required. To include but not limited to vendors and contractors that are loading equipment, supplies and all other materials as part of an event, project, etc..

Definition: A fire apparatus access road is a road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This general term includes all other similar terms, such as fire lane, public street, private street, parking lot lane and access roadway.

Fire alarm devices: All fire alarm devices, including, but not limited to, horns, strobes and manual pull stations, must be visible and accessible at all times.

Smoke and haze are typically used for theatrical performances or to enhance the view of an event. Their use should not be authorized unless EHS Fire Safety and Prevention and ASU Fire Support Systems Technologies departments approve it. Approval is considered by determining if the fire alarm system will activate during an arranged and approved fire watch.

Fire protection equipment: Fire protection equipment includes, but is not limited to, Knox Boxes, fire department connections, fire alarm control panels and fire hydrants. This equipment should be unobstructed at all times.

Portable fire extinguishers are provided in common areas throughout ASU-owned and operated buildings. Fire extinguishers are serviced and inspected annually and should always be clear and unobstructed in permanent or temporary setups.

Mobile food preparation vehicles — food trucks

Code references:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 3 General Requirements.](#)
 - [Section 319 Mobile Food Preparation Vehicles.](#)
 - [Chapter 9 Fire Protection and Life Safety Systems.](#)

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 six-month intervals and have a service tag affixed to the system for inspectors to verify and provide written tests and inspection reports.

Exhaust, oil storage and LP-gas: Mobile food preparation vehicles should have an installed kitchen exhaust hood where grease-laden vapors are present. Cooking oil storage containers should have a maximum of 120 gallons and be stored in a way so they do not topple or become damaged during transport. The maximum capacity of LP-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.

Portable fire extinguishers should have 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

Fire department inspection: All food trucks are required to have a safety inspection by a local fire department agency.

Temporary food establishment permit: A [temporary food establishment permit application](#) is required for all food trucks. [Submit a completed application to Michael Britt, manager, Food Safety and Health.](#)

Decorative materials

Code references:

- [International Fire Code 2018 Edition.](#)
 - [Chapter 8 Interior Finish, Decorative Material and Furnishings.](#)
 - [Section 807 Decorative Materials and Artificial Decorative Vegetation in New and Existing Buildings.](#)

Combustible decorative materials should be 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

Land and property use approved by the appropriate responsible party:

The university fire marshal's office does not approve or disapprove the use of land or property for use during events. ASU event coordinators are responsible for getting official land or property-use approval.

ASU is a tobacco-free campus. Smoking, including vape-type devices and smokeless tobacco products, is prohibited in and on all university-owned and leased facilities, grounds, parking structures and vehicles — including privately owned vehicles. [Refer to ACD 804](#) or [email ASU Wellness](#) for questions or more information.

[Email ASU Environmental Health and Safety Fire Safety and Prevention](#) or call 480-965-1823 for questions or more information.