



OFFICE OF THE STATE FIRE MARSHAL
University of California Santa Cruz
Designated Campus Fire Marshal Program
Fire Safety and Prevention
1156 High Street, Santa Cruz CA 95064



SPECIAL EVENTS INSPECTION CHECKLIST

2022 California Fire Code and under the authority of the Lead Designated Campus Fire Marshal for the University of California Santa Cruz. Under certain circumstances for indoor/outdoor gatherings and events; may require an Events Emergency Action Plan. Upon application for an Events Emergency Action Plan, a site plan may be required. The site plan must include, but is not limited to fire lanes, aisles, position of booths, rides, buildings, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers, and seating arrangements. Tent use may require specific floor plans to be submitted. All required distances shall be indicated on the site plan. Permits shall be obtained and all requirements completed prior to a fire inspection. For questions regarding these minimum fire code requirements should be directed to Fire Safety and Prevention firesafety@ucsc.edu.

ADMINISTRATION
<ul style="list-style-type: none"><input type="checkbox"/> Provide a copy of the submitted/approved event contact list.<input type="checkbox"/> Provide a copy of the submitted/approved event layout submittal required documents.
GENERAL
<ul style="list-style-type: none"><input type="checkbox"/> Aisles shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, but the width need not be more than 22 inches. Loose seats or folding chairs in quantities more than 200 shall be bonded together in groups of three or more when used for other than dining purposes. Rows greater than 14 seats per row are required to be bonded when the overall quantity exceeds 200.<input type="checkbox"/> All fenced outdoor assembly areas shall have not less than two widely separated means of egress from the enclosure. Areas where the occupant load is more than 6,000 but less than 9,000 shall be served by not less than three means of egress, and areas where the occupant load is greater than 9,000 shall be served by not less than four means of egress. The factor for determining occupant load shall be seven square feet per person.<input type="checkbox"/> Waste material in and around tents, booths must maintain 30 feet perimeter and interior floor areas, kept in containers and removed daily.<input type="checkbox"/> Combustible decorative materials are to be flame resistant except table covers.<input type="checkbox"/> Event location, tents, trailers, stages, egress routes, etc. shall maintain 30-50 feet minimum clearance from flammable vegetation per fire official.<input type="checkbox"/> Exits, aisles and passageways (12 feet min) shall not be blocked or width obstructed in any manner.<input type="checkbox"/> Roads for egress, ingress and emergency evacuation routes must be unobstructed. Fire apparatus access shall be provided and have an unobstructed width of not less than 20 feet exclusive of shoulders, except approved security gates in accordance with Section 503.6 and an unobstructed vertical clearance of not less than 13 feet 6 inches. Alternate means of access or reduced clearances may be approved by the Lead Designated Campus Fire Marshal.<input type="checkbox"/> When required, gates and barricades shall be secured in an approved manner. Roads, trails, and other access ways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the fire code official.<input type="checkbox"/> Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed within 15 feet of fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment and hydrants.<input type="checkbox"/> Temporary power cords shall not be affixed to structures, extended through walls, or subject to environmental or physical damage. Cords must be secured to prevent a tripping hazard. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheeled equipment.

TENTS AND MEMBRANE STRUCTURES

A special inspection is required for the use and/or display of tents and membrane structures in excess of 400 square feet.

Exception: Tents open on all sides up to 700 square feet with all of the following.

- ❖ A minimum clearance of 12 feet to all structures and other tents.
- ❖ The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.

Definitions:

Membrane Structure: An air-inflated, air supported, cable, or frame-covered structure as defined by the California Building Code, Chapter 31 and not otherwise defined as a tent.

Tent: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

General Requirements:

- Booths and rows of booths shall be located more than 20 feet from the property lines, buildings, parked vehicles or internal combustible engines.
- Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. Sidewalls, drops, and tops of all such structures shall be made of flame-resistant material treated with flame retardant approved by the California State Fire Marshal (Tents designed for the use by 10 or more people are required to have the CSFM seal and provide a Certificate of Flame Resistance or other documentation).
- Vehicles necessary to the operation of the establishment shall be parked at least 20 feet from any tent. No other vehicle shall be parked less than 100 feet from any tent except for vehicles parked on a public street shall be at least 20 feet from any tent.
- A 10-foot wide separation shall be provided by every 200 lineal feet of vendor booths.
- A fire access of 20 feet between rows shall be maintained at all times.
- Display items shall not be allowed within the fire access.
- All structures shall be adequately braced and anchored to prevent collapse.
- Exit doors must remain open or be covered with flame resistant materials and swing outward.
- Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. Means of egress illumination shall be provided. Power for these devices shall be provided from two separate circuits, one of which shall be separate from all other circuits for occupant loads of 300 or less. For occupancy loads in excess of 300, an emergency power source shall be provided by batteries, on-site generator, etc.
- Exits shall be spaced at approximately equal intervals around the perimeter and shall be located such that all points are 100 feet or less from an exit. There shall be at least one exit and not less than the number of exits required by Table 2403.12.2. Exit openings from tents shall remain open unless covered by a flame-resistant curtain that is free sliding on a metal support located a minimum of 8 feet above the floor and arranged such that no part of the curtain obstructs the exit. Exit curtains shall be of a color that contrasts with the color of the tent. Exit doors shall swing in the direction of exit travel. Exit width and access shall be maintained to a public way.
- The maximum occupant load of the tent or membrane structure is to be determined by the fire code official in accordance with the occupant load limits for assembly occupancies. Occupant load signs are required to be posted and easy to view.
- Temporary power cords shall not be affixed to structures, extended through walls, or subject to environmental or physical damage. Cords must be secured to prevent a tripping hazard. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheelchairs, strollers, and similar wheeled equipment.

Open Flame or Cooking in/or near a Tent or Membrane Structure:

- Smoking is prohibited in membrane structures and tents or in adjacent areas where hay, straw, sawdust, or other combustible materials are stored or used. "NO SMOKING" signs shall be conspicuously posted.
- Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

- Cooking and heating equipment shall be vented to the outside air by approved means. Vents and flues shall be a minimum of 12 inches from sides and tops of tents and temporary membrane structures. Cooking and heating equipment shall not be located within 10 feet of an exit or combustible material. Tents where cooking is performed shall be separated from membrane structures, other tents by a minimum of 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall be at least 20 feet from tents and membrane structures. The warming of previously prepared food is not considered to be cooking and is exempt from these requirements.
- LP-gas containers shall be located on the outside, a minimum of 10 feet for containers 500 gallons or less and 25 feet for containers more than 500 gallons from tents and temporary membrane structures. Containers shall be protected to prevent tampering, damage, or tipping over. If the area or locations does not permit the required distance please check with the Fire Inspector for an approved location.
- Flammable-liquid-fueled equipment shall not be used in tents and temporary membrane structures. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from a tent or membrane structure.
- Generators and other internal combustion power sources shall be separated from tents and temporary membrane structures by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.
- Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures.
- Fuel for vehicles or equipment shall be stored in approved containers in an approved location outside of the structure in accordance with 2404.17.2

FIRE EXTINGUISHERS

- Fire extinguishers with a minimum rating of 2A:10BC shall be located throughout the event. Maximum travel distance from any point within the event to a portable fire extinguisher shall not exceed 75 feet.
- Concession stands or vendors with cooking operations that include deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher shall also be provided.
- All stages shall have access to a minimum 2A10BC Fire Extinguisher within 75 feet of travel distance.
- Each generator or generator area shall be provided with at least one fire extinguisher with a rating of not less than 2A:10BC.

We thank you for your cooperation and we wish you success with your event!
~Fire Safety and Prevention