



City of Fond du Lac Fire/Rescue

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Fire Safety Requirements for Special Events with Tents

TENTS/CANOPIES

Under the provisions of the NFPA 1 & 101 as amended by the State of Wisconsin, and the City of Fond du Lac, the applicant is responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas.

LOCATIONS

- There shall be a minimum of 10 feet between stake lines. Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 feet between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall be approved by the authority having jurisdiction (AHJ).
- Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.
- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A twenty-foot (20') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A twenty-foot (20') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies.
- Tents and equipment should never be an obstruction to a fire hydrant or Fire Department Connection.
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- Additional authorization from the AHJ and/or on-site inspections may be required for tents/canopies positioned less than twenty feet (20') apart, are attached together and/or do not provide a twenty foot (20') access lane.

INSTALLATION

- Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to secure tents, canopies or other event components you must receive authorization to disrupt surfaces below ground.
- If tent stakes are authorized; they must be capped or covered.
- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.
- Poles and their supporting anchor ropes, stakes, etc. must resist a minimum wind pressure of 20lbs/square foot.

- Tents must be supported and braced to withstand minimum pressure/suction of 10lbs/square foot.
- Anchor wires/ropes shall not cross any means of ingress or egress at a height of less than seven feet (7').

INGRESS/EGRESS

- All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.
- When required by the authority having jurisdiction, illuminated exit signs shall be placed at each exit while the tent is occupied. These exit signs must be powered by two separate sources of power.
- Means of egress shall comply with the requirements of NFPA 1, Chapter 14.
- No guy wire or guy rope shall cross any mean of egress at a height of less than 7 feet.

FIRE SAFETY

- Fire extinguishers of a 2-A-10-BC: Class rating shall be provided every seventy-five feet of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- All extension cords must be rated for the appliance they are servicing and must be kept off the ground.
- Extension cords shouldn't be used unless absolutely necessary.
- Multi-plug surge protector type cords should be used if possible.
- Extension cords can't be run from inside for outside use.
- All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:
 - The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
 - The finished ground level enclosed by any tent, and the finished ground level for a reasonable distance, but for not less than 10 feet outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.
- Heating and cooking equipment shall not be located within 10 feet of exists, passageways, or combustible materials.
- Smoking shall not be permitted in any tent.
- No hay, straw, shavings, or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the AHJ shall be permitted within any

structure used as an assembly occupancy. *Exception: Animal bedding and fodders in quantities approved by the AHJ.*

PORTABLE COOKING

The following requirements have been established based on NFPA 1 and the State of Wisconsin as amended by the City of Fond du Lac and must be met when open flame cooking devices are used for food preparation at an outdoor special event. You are responsible for meeting or exceeding the following requirements for the management of all open flame and cooking areas.

TENT/BOOTH CONSTRUCTION AND LOCATION

- Tents/booths must be located a minimum of twenty feet (20') from any permanent structure. Should conditions warrant the distance may be reduced when approved by the AHJ.
- Exit openings must be a minimum six feet (6') wide and 6 feet 8 inches (6' 8") in height.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by ten feet (10').
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable canopy covers, side/backdrops and decorative material must either be inherently fire-resistive and labeled as such.

COLEMAN STOVES OR EQUIVALENT

- No gasoline or kerosene may be used.
- No fueling of a stove may be conducted in the tent/booth.
- No storage of fuel in the tent/booth.
- A minimum of five feet (5') of clearance must be maintained between the public and all cooking devices.

BUTANE OR PROPANE EQUIPMENT

- The maximum size of LPG tanks that can be used inside of a tent/booth is 1.5 gallons or less.
- LPG tanks with more than 1.5 gallons must be stored outside of the tent/booth.
- Tanks must have a shut-off valve.
- Stoves must have an on-off valve.
- Hoses must be of an approved type for use with the equipment.
- Tanks must be protected from damage and secured in the upright position.
- Tanks located outside of tents/booths must have a pressure regulator if in excess of five (5) gallon capacity.
- Butane or propane tanks cannot be stored in tent/booths.
- Tanks must be turned off when not in use.
- All connections must be tested prior to use. Testing may be done with a soap and water solution.

- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the AHJ.
- A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full width splashguard.

CHARCOAL BARBECUE COOKING

- Charcoal barbeque cooking is prohibited inside tents/booths.
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure.
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.).
- Storage of starter fuel in the tent/booth is not permitted.
- Coals must be disposed of only in metal containers that have been designated for such use and are approved by the AHJ. Dumping of coals in trash containers is prohibited.

DEEP FAT FRYING/OPEN FLAME COOKING

- All cooking operations must be located in a separate enclosure where only cooking operations are performed.
- Such enclosures must conform to tent/booth construction requirements, however, the top of the enclosure must be open or, when required by the Fond du Lac County Health Department, shall have a metal/flame retardant screening that is a minimum height of seven feet (7').

PORTABLE FIRE EXTINGUISHERS

- Each tent/booth must have a minimum 2-A-10-BC: Class rated portable fire extinguisher.
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a Class K fire extinguisher in addition to the 2-A-10-BC class fire extinguisher.
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have a certified company service tag attached.

HOUSEKEEPING

- Only non-combustible materials should be used in cooking areas and around other heat sources.
- Trash containers should be emptied regularly.
- Clean all cooking surfaces regularly to prevent the build-up of grease.

- Coals must be placed in water before disposal. Disposal must not utilize the storm water system.

ADDITIONAL FIRE SAFETY TIPS

- Know where the fire extinguisher is for each tent/booth and how to use it.
- Do not leave food cooking unattended.
- Do not wear loose-fitting clothing when cooking.
- **In case of emergency, call 9-1-1.**

TABLES AND SEATING

If you plan to use tables, chairs, and other furniture in your event venue, you must indicate the type and size of furniture on your site plan. Extensive use of tables and seating may reduce your overall crowd capacity levels. Loose chairs and tables may be a hazard at some events and you may be required to secure them. Bleachers and other portable seating may require additional structural review and permitting. All seating areas must meet accessibility laws.