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<b>Revision:</b> 1.0	<b>Subject:</b> <b>Guidelines for the Use of Tents</b>	

**1. Introduction**

The following standard operating procedure will govern the set-up and use of all tents on Queen's University property/properties.

**3. Applicable Legislation**

- Ontario Building Code
- Ontario Fire Code
- NFPA 1, Fire Prevention Code
- NFPA 101, Life Safety Code
- NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

**4. Building Code Requirements**

Tents must conform to the requirements of the Ontario Building Code. Prior to erecting a tent, a building permit must be obtained (unless subject to the exclusion below). It is recommended that the company supplying the tent be responsible for obtaining the building permit.

A copy of the building permit must be on site.

A tent or group of tents is exempt from the requirements of the Building Code if the tent, or group of tents, are:

Not more than 60m

<sup>2</sup> in aggregate ground area

Not attached to a building

Constructed more than 3 m from other structures.

**Queen's University Environmental Health & Safety**

<b>Date Issued:</b> August 2010	<b>Page No.:</b> 2	<b>Document No.:</b> SOP-Fire-05
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<b>Date Issued:</b> August 2010	<b>Page No.:</b> 5	<b>Document No.:</b> SOP-Fire-05
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## 12. Emergency Plans

An Emergency Plan must be developed and in place for all tents. The plan shall include the procedures to be followed for each potential emergency that might arise during the event.