



Facilities and Campus Planning Department
Office of Fire Safety
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KEAN OFFICE OF FIRE SAFETY

HOMECOMING 2005

THE FOLLOWING ARE GUIDELINES TO FOLLOW FOR THE HOMECOMING EVENT.

ALL VENDORS SUPPLYING A TENT MUST HAVE A CERTIFICATE OF FLAMMABILITY MADE AVAILABLE TO THE OFFICE OF FIRE SAFETY --FOR SUBMISSION WITH A PERMIT, SEVERAL WEEKS PRIOR TO THE INSTALLATION OF THE TENT-**NOTE: SEE REQUIREMENTS BELOW** MEANS OF EGRESS UNDER THE TENT MUST BE CLEARLY VISIBLE AND UNOBSTRUCTED AISLES FOR TABLES AND CHAIRS MUST BE MAINTAINED

PLACING SIDES ON A TENT OR HAVING THE FUNCTION AT NIGHT WILL REQUIRE THE INSTALLATION OF EXIT AND EMERGENCY LIGHTING

ALL TENT SUPPORTS MUST BE AS PER MANUFACTURER'S SPECIFICATIONS
A SEATING PLAN WITH THE STATED OCCUPANT LOAD SHALL BE PROVIDED.

NO UNAPPROVED OPEN FLAME IS ALLOWED UNDER THE TENT OR INSIDE BUILDINGS OR UNDER A BUILDING CANOPY/ OVERHANGS.

SMALL STERNO CANS FOR WARMING FOOD WILL BE ALLOWED UNDER THE TENT.

COOKING AND SMOKING UNDER THE TENT IS PROHIBITED

COOKING REQUIRES A PERMIT AND MUST BE 20FT AWAY FROM THE TENT:**SEE BELOW**

ALL BUILDINGS/ROOMS USED FOR ANY FUNCTION MUST FOLLOW OCCUPANCY LOAD LISTINGS.

IN CASE OF INCLIMATE WEATHER EVACUATE THE TENT & SEEK SHELTER INSIDE A BUILDING

TABLES AND CHAIRS SHALL NOT BLOCK ANY EXIT OR MEANS OF EGRESS AND SHALL BE COORDINATED WITH WILLIAM HILL IN SETUP AND LOU MAGLIARO IN FIRE SAFETY.

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KEAN UNIVERSITY PERSONNEL WILL MAKE AN ANNOUNCEMENT PRIOR TO EACH INDOOR EVENT POINTING OUT THE EMERGENCY EXITS.

USE OF INDOOR SMOKE/FOG MACHINES OR PYROTECHNICS IS PROHIBITED-.HAY BALES IF USED MUST BE OUTSIDE ONLY AND DAMPENED WITH WATER

INDOOR BANNERS AND POSTERS WILL BE FLAME RETARDANT (NON COMBUSTIBLE) AND DISPLAYED SO THEY DO NOT BLOCK FIRE EXIT SIGNS OR OTHER FIRE ALARM DEVICES.

AT LEAST ONE GALVANIZED METAL TRASH CAN IS REQUIRED FOR THE DISPOSAL OF CHARCOAL ASHES FROM TAILGATE COOKING

SIGNAGE IS NEEDED TO STATE: DO NOT DISPOSE OF CHARCOAL ASHES IN THE REGULAR TRASH CONTAINERS.

SIGNAGE IS NEEDED TO STATE: DO NOT DUMP CHARCOAL ASHES ON THE GRASS, PAVEMENT OR DOWN STORM DRAINS.

FIRE EXTINGUISERS WILL BE REQUIRED UNDER ALL TENTS AND NEXT TO ALL COOKING AREAS.

ALL BALLONS USED INDOORS WILL BE ANCHORED SO AS NOT TO INTERFERE WITH FIRE PROTECTION DEVICES.

ANY HELIUM TANKS OR OTHER COMPRESSED GAS TANKS SHALL BE SECURED FROM FALLING OVER.

ALL ROADS SHALL BE KEPT CLEAR FOR EMERGENCY RESPONSE VEHICLES AND THE ACCESS TO ALL FIRE DEPARTMENT CONNECTIONS SHALL BE KEPT CLEAR

OUTSIDE CATERERS SHALL BRING THEIR OWN FIRE EXTINGUISHERS IN PROPER WORKNG/INSPECTION ORDER.

NOTE: TENTS < 30' IN ANY DIRECTION OR < 900 SQUARE FEET DO NOT REQUIRE PERMITS.

NOTE: TAIL GATE COOKING BY STUDENTS DOES NOT REQUIRE A PERMIT

PLEASE CALL THE KEAN UNIVERSITY OFFICE OF FIRE SAFETY AT 908-737-5010 FOR SPECIFIC REQUIREMENTS.