

Outdoor Space Area Fire Safety Requirements

Instructions

When a group applies for use of an outdoor space for an event the event description is reviewed by Environmental Health and Safety in the Event Approval System. In some instances EHS will require a detailed event diagram. If an event diagram is required, event templates prepared by EHS are available and pre-approved by the State Fire Marshal for some of the commonly used outdoor space areas. The event templates are available from The Office of Student Life and Leadership.

When considering using a template, please consider any other events that are also taking place in surrounding locations. Each canopy listed on the templates is 10' X 10' and includes an 8' long table and 2-4 chairs. The required fire lane clearance and any other relevant dimensions are noted on the diagrams.

If a group wants to place tables, chairs, canopies, or any other items in an area that does not have these items indicated on the template please send your diagram to EHS for review. EHS will advise if a Special Event Application and Permit is required for review and approval by the State Fire Marshal. The event coordinator can use the template to assist them with their diagram as needed. All approved event diagrams shall be strictly adhered to and groups responsible for the events are responsible for ensuring compliance with the approved event diagram.

General Requirements for all Areas

All building exits, handrails, steps, and disabled access ramps must be maintained clear at all times.

All fire hydrants and fire department connections must be maintained clear at all times.

A minimum 20' clearance is required in fire lanes at all times to allow for emergency vehicle access.

The turning radius for emergency vehicles onto fire lanes must include a minimum of 50' clearance at all times.

Vehicles cannot be parked in fire lanes.

A minimum 10' clearance is required between a canopy and a building. This applies to a canopy only.

A minimum 10' clearance is required between a BBQ and a building or a canopy. Overhead brush is not permitted above BBQs.

A maximum of seven 10' X 10' canopies can be next to each other before a 12' break is required between the next canopy or group of canopies.

Centennial Walkway

A minimum 20' clearance for emergency vehicle access must be maintained at all times on both sides of Centennial Walkway.

If canopies are used, placing a portion of the canopy on the grass or having benches moved may be required to maintain a minimum 20' clearance and this requires approval by Facilities Services.

Access must be maintained for emergency vehicles to enter onto the south end of Centennial Walkway from OAT Walkway. Tables, chairs, canopies, and other items are not permitted between the steps on the south side of Manchester Hall and the northwest corner of Aztec Student Union.

A minimum 20' clearance is required at all times across the south end of Centennial Walkway from Oat Walkway to the south end of Student Services West.

The turning radius for emergency vehicles onto the west lane of Centennial Walkway from OAT Walkway must include a minimum of 50' clearance at all times.

Clearance must be maintained at all times in the area at the north end of Centennial Walkway so emergency vehicles can turn around to go south on Centennial Walkway when exiting.

South of Bookstore

The fire hydrant and fire department connection on the southwest side next to the Library steps must be maintained clear at all times.

The fire department connection on the southeast side of the Bookstore must be visible and accessible at all times from the Centennial Walkway fire lane.

The fire department connection located on the northwest side of Student Services West must be maintained clear at all times.

West of Education Building

The fire department connection on the southeast side of the Bookstore must be visible and accessible at all times from the Centennial Walkway fire lane.

The fire department connection located on the northwest side of Student Services West must be maintained clear at all times.

War Memorial

Tables, chairs, and canopies can be placed near the War Memorial providing a minimum of 20' clearance is maintained across OAT Walkway.

A minimum of 50' clearance is required on OAT Walkway and on the west side of the War Memorial to allow for emergency vehicle access onto the cement path to the Transit Center.

A minimum of 20' clearance is required for emergency vehicle access from OAT Walkway onto Centennial Walkway.

The fire hydrant and fire department connection on the south side of Manchester Hall must be maintained clear at all times.

A minimum of 10' clearance must be maintained on the west side of Aztec Student Union.

OAT Walkway

A minimum 20' clearance is required across the walkway at all times to allow for emergency vehicle access. Tables, chairs, and canopies can be placed in recessed areas on the walkway.

The turning radius for emergency vehicles onto the cement path to the Transit Center from OAT Walkway must include a minimum of 50' clearance at all times.

Tables, chairs, canopies and other items are not permitted in front of the OAT Ticket Office.

Tables, chairs, canopies and other items are not permitted in front of the OAT gates.

The turning radius for emergency vehicles onto OAT Walkway from Campanile Walkway must include a minimum of 50' clearance at all times.

Aztec Green

A minimum 20' clearance is required across the cement area in front of the Transit Center at all times to allow for emergency vehicle access.

The Transit Center exits must be maintained clear at all times.

Tables, chairs, canopies, and other items are not allowed on the cement path between Adams Humanities and Aztec Green to the Transit Center. The cement path from OAT Walkway to the Transit Center is a fire lane.

East Commons

All building exits and stairways must be maintained clear at all times.

A minimum 10' clearance is required between a canopy and a building.

Egress paths outside of the building must be maintained clear at all times.

Campanile Walkway

One lane must be kept clear at all times for emergency vehicle access.

One side of the east or west lane can be used. Tables, chairs, canopies, and other items can be placed on one side of the east or west lane providing that a minimum of 20' clearance is maintained across the lane for emergency vehicle access. If canopies are used, placing a portion of the canopy on the grass or having benches moved may be required to maintain a minimum 20' clearance and this requires approval by Facilities Services.

A minimum 20' clearance is required at all times where Campanile Walkway intersects OAT Walkway, Theatre Arts, and the ENS 700 Field for emergency vehicle access east onto OAT Walkway and west towards Theatre Arts and the ENS 700 Field. The turning radius for emergency vehicles onto these areas must include a minimum of 50' clearance at all times.

All building exits, handrails, steps, and disabled access ramps must be maintained clear at all times.

Fire department connections and fire hydrants must be kept clear at all times. For example, those located on the west side of Adams Humanities, on the west side of OAT, on the east side of Music, and on the east side of Theatre Arts.

The turning radius for emergency vehicles onto North Love Library Walkway from the north end of Campanile Walkway must include a minimum of 50' clearance at all times.

A minimum of 20' clearance must be maintained at all times in the cement area between the lanes at the north end of Campanile Walkway so emergency vehicles can turn around to go south on Campanile Walkway when exiting. The turning radius for emergency vehicles must include a minimum of 50' clearance at all times.

Access to Hilltop Way must be maintained clear at all times.

North Love Library Walkway

A minimum 20' clearance is required in front of all Library exits. This includes 10' clearance between tables, chairs, canopies, and other items and the building and the 10' portion of the building that extends over the walkway.

A minimum 10' clearance is required between a canopy and the building. This is measured from the portion of the building that extends over the walkway.

A minimum 20' clearance is required for emergency vehicle access to the fire hydrant located west of President Black's Statue and the fire department connection located in the south west planter of North Love Library Walkway.

A minimum 20' clearance is required for emergency vehicle access from Campanile Walkway to North Love Library Walkway. The turning radius for emergency vehicles onto North Love Library Walkway from the north end of Campanile Walkway must include a minimum of 50' clearance at all times.

Hepner Hall

A minimum of 20' clearance is required for emergency vehicle access from Campanile Walkway to North Love Library Walkway. The turning radius for emergency vehicles onto North Love Library Walkway from the north end of Campanile Walkway must include a minimum of 50' clearance at all times.

Fire hydrants must be kept clear at all times. For example, those located southeast of Communications and southeast of Hepner Hall.

Aztec Walkway

A minimum 20' clearance is required for emergency vehicle access.

ENS 700 Field

On the west side of the fire department connection tables, chairs, canopies, and other items can be used on the cement area on the south side of Music.

The fire lane and fire department connection located on the south side of the Music building must be maintained clear at all times.

Area between Theatre Arts and Music

A minimum 20' clearance is required for emergency vehicle access from Campanile Walkway to Viejas Arena.

A minimum 10' clearance is required between a canopy and a building.

Cuicacalli Walkway

Tables, chairs, and canopies can only be placed on the north side of Cuicacalli Walkway one row deep since this is a fire department emergency access road. A minimum of 20' clearance is required for emergency vehicle access.

The south side of Cuicacalli Walkway must be kept clear. An exception includes: Tables, chairs, and canopies can be placed in the recessed area on the south side of Cuicacalli Walkway located on the northwest side of Zura Hall and in the area north of H Lot.

ENS Courtyard

If people will be attending an event in the ENS Courtyard the State Fire Marshal requires that two able body individuals be designated to assist in the evacuation of disabled individuals at the time of an emergency evacuation up the stairs leading to the street.

Chairs may be positioned against the wall of the alcove provided they are zip tied together.

The occupancy for the ENS Courtyard was determined to be approximately 250 people when standing and 150 people sitting and dining.

Engineering Building Courtyard

All fire lanes and disabled parking spaces must be maintained clear at all times.

All building exits, handrails, steps, and disabled access ramps must be maintained clear at all times.

A minimum 10' clearance is required between a canopy and a building.

A minimum 20' clearance is required in the fire lanes.

Arts and Letters Building Courtyard

Stair access shall be maintained at all times.

Staff is needed to direct appropriate exiting in the Arts and Letters Building Courtyard for disabled persons in case of an emergency.

A minimum 10' clearance is required between a canopy and a building.

All building exits, handrails, steps, and disabled access ramps must be maintained clear at all times.