

# Diagram Requirements When Submitting an OSFM Fire Marshal Application

## ALL DIAGRAMS MUST BE SUBMITTED 60 BUSINESS DAYS BEFORE THE EVENT

*Any changes after the submittal (30 days of the event date) a fee of \$500.00 per change*

*Additional requirements may apply depending on event*

- A diagram must contain a legend describing each element
- Location of all exits, path of travel to exits using arrows, and specify all exit and aisle widths (6ft minimum?)
- Show alteration to the environment that would impede egress
- Stage and truss location
- Location of fire extinguishers and electrical panels
- Show Fire lanes (20ft min) for exterior locations
- Show Fire Safety Life equipment (all audio-visual safety equipment, alarm units, etc.) Do not obstruct any FSL equipment
- Location of all grandstands, tents, temporary fencing, cooking areas, vendors, etc.
- Location of GENERATORS
  - 20ft from any building, structure, or tent
  - Generators need to be grounded and fenced off with fencing or cones
- Location of all exits, path of travel to exits, and specify all exit and exit aisle widths
- Location of tables and chairs and/or chair rows
- Show distance, separating the tent from surrounding buildings using arrows more than 400 square feet and must be 20' from all buildings Location. Tent tops and sidewalls shall have a permanently affixed label approved by a licensed California State Fire Marshal.
- Show location of open flames (outdoor space heaters, candles, sterno, cooking area, etc.)
- Any 3<sup>rd</sup> Party Filming on campus or Blair Field

### **Other information required for OSFM Permit**

- If the space is not used for its intended purpose
- Stage and truss dimensions and engineering documents required at time of submission
- Provide the dimensions of tents (including sidewalls), the connections of tents, the distance between tents. Note all tents and panels require fire retardant label approved by the OSFM?
- More than 200 chairs every 3 chairs must be bonded together)
- Any 3<sup>rd</sup> Party Filming on campus or Blair Field
- When haze is used state the fire inspector is scheduled for the spring
- Light towers (fencing?)
- Show any Large signs, projector screens, banners (free standing or connected) (wind issue)
- The use of water barrels and stakes allowed when anchoring tents
- All beer gardens need to be closed off from the public using fencing or barricades
- When using barricades to close off an event, exit signs affixed to the swinging gates with 3' text that reads exit.
- All events should have 1 staff to 250 attendees for crowd control.
- All events including alcohol will need a staffed CSULB Police Officer
- An attendee is required if more than 100ppl and 2 hours to service restrooms (my suggestion)