

DIRECTIVES FOR THE PLACEMENT OF (PARTY) TENTS

The placement of tents on the ground of Leiden University is subject to the following rules:

- ❑ Placement on the grounds.
 - Place the tent at a minimum of 10 metres distance from the buildings.
 - Make sure that there is a free space of at least 5 metres all around each tent.
 - Leave a main route open for external emergency services (fire department, police and ambulance) which is at least 3.5 metres wide and 4.20 metres high. The tent must be located no further than 30 metres from this route. Fences which block this route must be easy and quick to remove.
 - The exit routes outside the tent must not be blocked by cables or other obstacles.
- ❑ Construction.
 - The construction of the tent must be sufficiently stable.
 - The tent canvas must at least meet the requirements of fire safety class 2 of the NEN 6065.
 - The smoke production of the tent canvas must not exceed a smoke density of maximum 2.2. M-1 in accordance with NEN 6066.
- ❑ Exits and escape routes.
 - The tent must have at least one emergency exit with a width of at least 1.5 metres and a height of at least 2.0 metres.
 - The number of emergency exits is determined by the maximum number of persons that can be admitted.
 - The emergency exits must be evenly distributed around the circumference of the tent.
 - The emergency exits must be directly accessible.
 - Make sure that there are no tables, chairs, cables or other obstacles within a radius of 2 metres from the emergency exits.
 - To ensure a safe evacuation, secure wooden floors and podiums in such a way that there are no open seams between the floor or podium elements.
 - For floors that are higher than the outside grounds, every exit must be equipped on the outside of the tent with a deck of the same height as the floor inside the tent and of the same width and length as the emergency exit.
 - If necessary, equip the deck with steps with a maximum stair tread of 0.17 metres, or install the deck at an angle of inclination of 1:10.
- ❑ Installations.
 - Electric installation.
 - The electric installation must meet the requirements of the NEN 1010.
 - Always fully roll out cable reels.
 - Install continuously lit phosphorescent escape route indicators above the emergency exits.
 - In case of power failure, emergency lighting must be automatically switched on, with a minimum lighting level of 1 lux as measured on floor level. The capacity of the back-up power supply must be sufficient to allow the emergency lighting to remain lit at the minimum level for at least 30 minutes.
 - Heating installation.
 - Heating devices with an open combustion chamber, which spread combustion gases throughout the tent (for example space heaters), are not permitted.
- ❑ Extinguishing equipment.
 - All extinguishing equipment must be checked and approved (see maintenance sticker).
 - Make sure you have at least 4 hand-held extinguishers with a minimum volume of 6 litres of spray foam.
 - Place the extinguishing equipment in visible locations, preferably in the vicinity of supervising or service personnel.
- ❑ The tent is considered to be a temporary building of Leiden University. For this reason, the 'Checklist Safety at Events' must be applied before the tent can be used.