



# TRAVIS COUNTY Fire Marshal's Office

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## OUTDOOR TEMPORARY STAGE SUBMITTAL GUIDELINES

The Travis County Fire Marshal's Office requires specific information to be submitted for the review of temporary outdoor stages for safety and compliance.

- Provide Weather Plan that indicates when the stage will evacuate and how it will be accomplished and who will make that decision.
- Evacuation Plan showing where the patrons will go after an evacuation has been announced.
- Provide a design professional stamped set of plans outlining design calculations, drawings of the overall temporary structure, stage design and set-up in accordance with manufacturer's guidelines and recommendations.
- Individual components of the temporary structure shall be inspected by a competent person during and after fabrication to ensure the component has been built in accordance with design drawings.
- A operations management plan (OMP) shall be prepared by the user and the engineer to include:
  - Manufacturers operational guidelines
  - Actions taken during specific weather conditions
  - Environmental monitoring procedures
  - On-site wind speed monitoring shall be maintained for the entire period the structure is assembled. Weather stations with anemometers shall be used on site to monitor wind. They shall be placed within 5 ft. of the highest elevation production element.
  - When severe thunderstorm, tornado or other warning indicating severe conditions for the site is issued by local weather service, critical actions shall immediately be taken to make the stage area safe for all personnel, guests, and performers consistent with established OMP.
- Stage shall be electrically grounded.
- Temporary items not calculated in the overall load must be capable of being removed within 5 minutes.
- Provide contact name and phone number for the user designated qualified person onsite.