

IFF GUIDE 2025

Fire Safety

Office of the Hokkaido University Festival Executive Committee
General Affairs Department Fire Safety Staff
IFF Staff

Introduction

Fires and accidents during the festival can endanger lives, and safety must always be the top priority. **Do not let your guard down just because you have participated in previous years.**

This document has been created under the guidance of the Fire Department and in consultation with the Administration Office.

Hokudai-sai Staff will instruct and guide any Tents that violate the content of this document. Repeated instructions or serious violations may lead to restrictions or other penalties. In addition, further penalties may be imposed by the Fire Department or the Administration Office.

Submissions

Document Name	Distribution / Start Date	Submission Deadline	Format
Cooking Equipment Application	4/21 20:00	5/1 23:50	Web
Fire Safety Agreement	Distributed at GA#6 (5/19)	Submit at GA#7 (6/2)	Paper-based

Cooking Equipment Application

This application allows the Fire Safety Staff to confirm which Fire Equipment each tent will use, and to determine how many Concrete Blocks and Fireproof Boards will be provided. (The submission deadline was May 1st and has already passed.)

For more details, refer to the “IFF Guide 2025 Rental Equipment, Container and Ice.”

Fire Safety Agreement

This document must be signed by the Tent Leader, Vice Tent Leader, and Fire Safety Manager. It will be distributed at GA#6. Please submit it with all three signatures at GA#7.

Fire / Electrical Equipment

1. Fire/ Electrical Equipment

To use fire or electrical equipment, you must have submitted the Fire Equipment Application (Deadline: 5/1).

《Prohibited》Using unreported fire / electrical equipment

※Fire Equipment includes Gas stoves using propane gas, charcoal grills, heaters, rice cookers, and any device that generates heat or flame.

【Required】Keep fire equipment at least 100 cm vertically and 30 cm horizontally away from flammable items and the Tent Sidewalls.

《Prohibited》Extinguishing gasoline or oil fires with water → 【Required】 Use a fire extinguisher.

2. Fireproof Board / Concrete Blocks

Using fire equipment on a table → 【Required】 Place a Fireproof Board underneath.

Using high-heat devices such as charcoal grills → 【Required】 Place Concrete Blocks underneath.

【Required】 Please come to the HUISA tent to pick up the Fireproof Boards and concrete blocks on Friday, June 6, between 7:30 and 8:30 a.m

【Required】 Wrap Fireproof Boards with aluminum foil in advance (each group must prepare their own foil).
《Prohibited》Cutting or decorating Fireproof Boards.

Gasoline

1. Purchasing Gasoline

Use gas stations around the university.

【Required】 Bring a gasoline container and your student ID or other ID.

《Prohibited》Refueling yourself at self-service stations (forbidden by law).

《Prohibited》Storing gasoline in PET bottles or plastic tanks.

2. Handling Gasoline

【Required】 Store gasoline only in approved gasoline containers.

Tents renting generators

【Required】 Pick up your gasoline container from the Institute for the Advancement of Higher Education on the morning of June 6.

(See “Rental Equipment, Container and Ice Guide” for details.)

Tents preparing their own generator

【Required】 Prepare your own gasoline container. Do not use plastic tanks.

【Required】 Place the container on stable ground out of direct sunlight.

【Required】 Keep the container far away from fire / electrical equipment.

【Required】 Return the container with gasoline still inside.

【Required】 Release gas pressure before opening the container lid.

《Prohibited》Pouring gasoline on the ground or into drains.

《Prohibited》Leaving the container open and unattended.

3. In Case of a Gasoline Spill

If even a small amount is spilled, be sure to do all three of the following. Do not act based on your own judgment.

- Immediately stop using fire / electrical equipment including the generator.
- Move flammable items away.
- Inform nearby IFF Staff.

Propane Gas

【Required】 Place it in a shaded, well-ventilated area and secure it to prevent tipping.

【Required】 Secure the connection with a hose band.

【Required】 Check the rubber hose for cracks or deterioration before use.

《Prohibited》Using propane gas not purchased through the Hokudai-sai Office.

《Prohibited》Using rubber hoses longer than 2 m.

《Prohibited》Wrap the rubber hose around a table leg or similar object.

《Prohibited》Place it near the fire equipment.

《Prohibited》Lending a gas cylinder to another group.



Generator

1. Generator

【Required】 Set it up outside the tent

【Required】 In case of rain, make sure the outlet section of the generator does not get wet.

【Required】 After starting the generator, always return the choke knob to its original position.

【Required】 When refueling, always work with two or more people.

【Required】 Be sure to turn off the power before refueling.

【Prohibited】 Use of any fuel other than gasoline.

【Prohibited】 Placing combustible materials (including tent sheets) or gasoline containers in front of the exhaust outlet.

2. Cord reel

【Required】 Always use it in a fully extended state.

【Required】 In case of rain, place the cord reel inside the tent.

Charcoal Cooking • Portable gas stove • Decorations

1. Charcoal Cooking

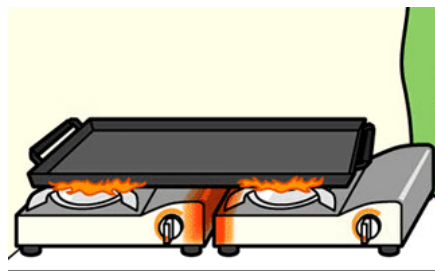
【Required】 Prepare a fire-extinguishing pot and a bucket filled with water for emergency use.

【Prohibited】 Using it directly on the grass.

2. Portable gas stove

【Required】 Take care to prevent the gas canister from becoming overheated.

【Prohibited】 Placing griddles or other hot surfaces over the gas canister (especially when using two canisters side by side, as shown in the diagram on the right).



3. Floodlights & Decorations

【Required】 Secure all decorations firmly in place.

【Prohibited】 Placing decorations near lighting equipment such as flood lights or any fire equipment.

【Prohibited】 Using decorations that involve open flames, such as candles.

Fire Extinguisher

During the Hokudai-sai, certain areas will be designated as fire extinguisher zones by the Hokudai-sai Office. The fire extinguishers and zone Certificate will be prepared and provided by the Hokudai-sai Office.

List of Tents with Fire Extinguishers

• IFF1 Malaysia, IFF4 Vietnam, IFF6 India, IFF7 Pakistan, IFF10 Sri Lanka,
IFF11 Nigeria, IFF12 Thailand, IFF14 Uzbekistan, IFF16 Egypt, IFF18 Bangladesh

【Required】 Please come to the HUISA tent to pick up the fire extinguisher on Friday, June 6, between 7:30 and 8:30 a.m..

【Required】 Place the fire extinguisher and the fire extinguisher zone certificate (→) in a clearly visible location at the front of your tent.



How to Use a Fire Extinguisher (Nagoya City Fire Department Video)

Link : <https://www.youtube.com/watch?v=TM-Gsq-6Nyw> (QR code is in the bottom right corner)

【Required】 Place the fire extinguisher at the front of the tent, in a location where it can be quickly found and used in an emergency.

【Required】 In case of rain, place it inside the tent to prevent it from getting wet.

【Required】 All tent members must know the location of the fire extinguisher and how to use it.

【Required】 When carrying it, hold it by the neck.

【Prohibited】 Do not touch the yellow safety pin.

【Prohibited】 Do not subject the extinguisher to strong impacts.

【Prohibited】 Do not place it near water or other areas where it may rust.

【Prohibited】 Do not place it on unstable surfaces.



Security Deposit

In the event of loss, damage, malfunction, or improper use of a fire extinguisher (such as using it for purposes other than its intended function), a security deposit of 6,000 yen will be charged.

【Important】 Fire Inspection

- The fire safety inspection by the fire department will begin at 9:30 a.m. on Friday, June 6.
On the day of the inspection, please arrive at the university and begin preparation by 8:00 a.m.
※ Groups that rented equipment must go to the Institute for the Advancement of Higher Education at 7:00 a.m. to pick up their items. For details, please refer to the “IFF Guide 2025 – Rental Equipment, Container and Ice.”
- If your booth is not fully prepared at the time of the inspection, it will be considered to have fire safety deficiencies and will not be allowed to operate.
IFF staff have no control over the results of the fire inspection, so please take the inspection seriously and prepare with a sense of responsibility.
- Please note that **re-inspections will not be conducted in principle.**
【Required】 Complete the preparation of all items (excluding food) and conduct a self-check for fire safety before the inspection.
【Required】 Wrap the fireproof board with aluminum foil (you must prepare the aluminum foil yourself).
【Required】 Fill out the *Self-Check Sheet* (↓) and display it before the inspection.
※ The Self-Check Sheet will be distributed each morning during the Hokudai-sai.