

SPECIAL EVENT SAFETY PROTOCOLS

The purpose of this protocol is to clarify specific safety methods necessary for a campus event to occur.

Definitions:

Area of Assembly OCCUPANCY CLASSIFICATION. For the purposes of this code, certain occupancies are defined as follows:

Assembly Group A. Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.

1. Occupancy Capacity of the event:

- Capacity is based on the specific location. The following guide lines are just that, guidelines.
- Areas with one exit door, such as classrooms, Mercer Gallery: Maximum of 50. Less based on square footage of space and furniture.
- Areas of Assembly with two or more exits at opposite ends of the room, such as Empire Room: Based on posted occupancy requirements. Less based on square footage of space, and furniture used such as dance floors, tables, chairs, food service, etc.

2. Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant in accordance with §805.2 and NFPA 701 or noncombustible.

3. Allowable Decorations:

- Non-combustible decorations maintained a minimum of 18 inches below ceilings with sprinklers.
- 24 inches from the ceiling in non-sprinklered rooms.
- Hanging decoration around door frames/room entrances is prohibited.

4. Items not allowed:
 - Live Christmas trees (unless approved by the Safety Office)
 - Large amounts of dried vegetation such as hay bales, dried plants, etc.
 - Open flame candles (Religious events must request approval to use candles. A hazard analysis will be conducted and conditions for use will be established)
 - No pyrotechnics (fireworks, flares, etc)

5. Food Service:
 - Cannot be set up in exit ways
 - Wick type canned fuel (such as Sterno) is authorized when used with and secured by the chafing dish.
 - i. It must be attended when lit.
 - ii. Proper fire extinguishers must be located nearby.

6. Exiting:
 - Must remain open with a clear unobstructed walk way.
 - Must not be confusing

7. Event Request Form: The estimated number of attendees must be written on the form. Not completing this portion will cause delays in approving the request.

8. A description of layout and decorations must be attached. Decorations must be approved prior to the event. Unauthorized decorations used at the time of the event may cause cancellation of the event and will reflect negatively on future event requests.