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1. INTRODUCTION

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building, and in some cases darkness. These risks can be managed through proper event planning and management.

The health, safety and welfare of Kennesaw State University students and employees, and guests attending an event must be managed and secured for any event held on campus. The event organizers, whether students, KSU employees, an outside organization and whether planning individually or collectively have a prime responsibility of protecting the health, safety and welfare of everyone working at, attending the event or likely to be affected by the event. It is important to recognize and appreciate the fact that planning for effective health and safety management should start at the same time as the planning for all other aspects of the proposed event.

The types of event held on campus vary enormously from graduation ceremonies to conferences, seminars, performances, concerts, to students' functions, among many others. In addition, the size and complexity of each event will vary from one event to another. Nevertheless all events are covered by certain legal requirements, but the arrangements that may be needed will vary according to the event. This guide provides basic standards and safety measures through which it is hoped to encourage a consistency of approach to environmental health and safety management of the event while leaving scope for flexibility, taking into account the nature, size and complexity of the event.

The guide will seek to make clear what is required and why it is necessary or sensible to do it. However, the guide does not substitute the need for event organizers to seek advice from other sources and particularly consultation with University's public safety department, local authorities and emergency services agents.

Purpose

The guide aims to help those who organize events on campus plan and run a safe and environmentally friendly event while satisfying the requirements of KSU, local, state and federal regulations.

Scope

This guide applies to all events held on the KSU campus or sponsored by KSU. All KSU employees, departments, students and contractors or other third party groups involved in organizing and holding an event on campus or a KSU sponsored events are bound by this guideline.

2. RESPONSIBILITIES

A. Event Coordinator

- The event sponsor is responsible for the safety of the event and can designate someone to be the event safety rep to fulfill this commitment.

B. EHS&RM

- Shall review and approve proposed event and coordinate the permit application process where required.
- Provide technical support on matters of health, safety and environment to the event organizers.

3. GUIDELINES

A. Planning and Management

Planning for effective health and safety support should start at the same time as the planning for all other aspects of the proposed event. The event Organizer/promoter should contact the EHS&RM department at the earliest opportunity with the following information.

- The date, time and location.
- The type of event.
- The name of the organizer.
- The number of people expected.

B. Fire and Life Safety

- In order to comply with the requirements of the State's Minimum Fire Safety Code, it is necessary for the EHS&RM department to make certain approvals as noted in these guidelines.
- All persons planning public assembly events should therefore contact the EHS&RM department for the required inspections and approvals.
- EHS&RM inspections and approvals should be requested as far in advance as possible.
- Certain events such as indoor pyrotechnics, outdoor fireworks, and large scale events may require the presence of Fire Marshals.
- Any fee that may be required for permits/licenses and other service will be charged to the event budget.

1) Room Capacity

- The maximum allowable room/facility capacity should never be exceeded during an event.

- It is the responsibility of the event coordinator to choose a venue that will be appropriate for the maximum attendance and ensure that the room/facility capacity is not exceeded.
- Information on room capacity of various campus facilities can be obtained from the University's Facilities Planning Department (Ext. 3602).
- Tents are considered as buildings and therefore must meet the same requirements as buildings. See the section on tents for more information.
- Note that the occupant load is the maximum capacity based on the net clear floor area. Stages, and other obstructions, seating arrangements and the use of tables will decrease the capacity.
- The minimum allowable area per person depends on the type of event and can be a major determining factor when considering the room capacity.
- The table below shows the minimum area per person for various types of events.

Use	Minimum area per person
Concentrated (concerts, dances, lectures)	7 sq ft per person
Less concentrated (dining room, exhibit room)	15 sq ft per person
Fixed seats	number of fixed seats
Stage (persons on stage)	15 sq ft per person

2) Emergency Evacuation

- Each venue should have adequate emergency exits to facilitate evacuation in the event of an emergency. The number of exits required depends on the capacity of the venue.

Number of persons	Minimum number of exits
50 - 499 persons	2 remote exits
500 - 999 persons	3 remote exits
1000 or more persons	4 remote exits

- Access to all exit doors, corridors and stairways must be kept clear at all times. The aisles to get to the exits have to be 4 feet wide and kept clear at all times.
- Exit signs and doors must be clearly visible and therefore should not be disguised by decorations or obscured by fog/smoke or by pipe and drape or any other object.
- Wires or cables should not be placed in front of exits or on steps. All wires or cables on floors must be properly taped down or covered to avoid tripping hazards.
- Pipes and drapes should be set such that the exit signs and doors are still visible.

- The event's staff/volunteers should familiarize themselves with the exit routes, meeting area and plan on how to assist with the evacuation. The event coordinator should review the floor plan of the area with the staff and volunteers.
- In an enclosed venue such as theater, auditorium, arena, it is a good practice for the Event Coordinator to call the attention of everyone present, immediately before the beginning of an event, to the location of emergency exits and to state that the exits are not locked. The announcer should also request the participants get out through the nearest exit by walking to the exit and not running, in case of an emergency.
- If the building or room doesn't have a fire alarm, an event staff/volunteer should notify other occupants by knocking on the doors and shouting "FIRE" as he/she exits the building.

3) Outdoor Spaces

- Enclosed open areas such as Stadium must meet the same requirements as buildings. Fenced open areas must have at least two exits.
- Bleachers, grandstands, and platforms must be certified as structurally sound by a registered professional engineer.

4) Set-up Plans

- Set-up plans for other spaces, spaces that are not routinely used for public assembly (including lobbies and atriums), or any plans that are different from existing standard plans must be reviewed in advance by EHS for conformance with life safety regulations.

5) Festival Style Seating

- Crowd accidents are common in "festival style" or standing room only events, where there are no assigned seats.
- Problems such as early arrivals, rushing in to claim space, crushes at gates and stage areas, and trampling are far more common in such events.
- The use of "festival" style seating is therefore prohibited for concert events in venues that have an occupant load of 500*** or greater.

6) Emergency Medical Services (EMS)

- EMS needs for an event will depend on the type of event and anticipated crowd size. Some large events may require an ambulance be present, at a minimum.
- KSU Public Safety Department in consultation with the University Health Center and Cobb County EMS will determine the number and level of EMS providers required.

C. Tents

1) Material and Set-up

- Tent materials must be properly certified as flame retardant based on NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. This information may be available on labels attached to the tent.

- If the tent has no labels indicating that the tent material has been certified as being flame retardant, the Event Coordinator/Promoters must have documentation that certifies that the tent material is flame retardant.
- Flooring for tents must be non-combustible. Straw, hay, wood chips, mulch, or other similar materials are prohibited from use as flooring in tents.
- Use of Pyrotechnics, open flames, including cooking equipment and food warming devices, must be approved in advance by the EHS&RM Department.
- Tents for food services should be at least 12 feet high canopy tent, without sides.
- Generators and other fume generating equipment must be placed so that exhaust fumes do not enter tent.

2) Life Safety

- Tents that have sides attached and rolled up or are capable of being enclosed must have adequate number of exits, for the number of occupants, even if it is intended for the tent to remain unenclosed during the event. The exits should be located on opposite sides.
- The minimum width of an exit must not be less than 36 inches.
- Exit paths must be maintained clear in each tent at all times and an Exit sign posted at each exit.
- Tents should not block any means of egress from other structures or block emergency fire lanes.
- One portable fire extinguisher (dry chemical, ABC type) must be furnished at each exit of an enclosed tent. Arrangements for portable fire extinguishers may be made by contacting the EHS&RM department (Ext 3321).
- Electrical system and equipment must be properly guarded and grounded. Cables on the ground, in areas traveled by the public, must be protected by approved covers (yellow jackets etc.).
- Tents must be erected in accordance with manufacturer recommendations, industry standards, and code requirements.

D. Decorations and Theatrical Scenery

- Use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery. Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.
- Decorations must not block exits or fire safety equipment.
- Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
- Decorations should not be hung from overhead pipes or sprinkler heads.
- Decorations should be removed immediately after the event.
- Helium cylinders for balloons should be secure with a chain on to a cylinder cart or to a column.
- The Event Sponsor/Organizer must make arrangements to dispose of empty cylinders. Call EHS&RM for help.

E. Open Flames

Open burning is defined as any open/exposed flame, whether indoors or outdoors, that could cause a fire. Examples include candles, incense, bonfires, campfires, leaf burning, and artwork involving flames.

- Use of open flames in public assembly events for any purpose must be approved by EHS&RM department and may also require approval by the State Fire Marshal's office and/or Cobb County.
- The person proposing to use open flames should consult EHS&RM department with proposed safety precautions.
- A written request for approval of open flame must be submitted to EHS department, at least ten (10) working days in advance of the event or operation.

1) Open Flame - Outdoors

- Any open fire, with the exception of small contained cooking fires, may require a Fire Permit from the Fire Marshal's Office and Cobb County.
- The proposed burning should not endanger any adjacent buildings, vehicles or vegetation.
- Open flame fires should not be within 50 feet of any flammable storage area or 25 feet of any building, vehicle or vegetation and should not block any emergency equipment or access to any building EXIT.
- The event organizer/promoter is responsible for providing portable fire extinguishers and emergency procedures in the area of the open burn.
- The event organizer/promoter is responsible for ensuring complete extinguishment and removal of all materials used in the open burning activity.
- Use of open fires may also require the approval of Plant Operations Department (Ext. 6777).

a) On Campus Grilling

- Grilling events must be reserved with and approved by the appropriate student activities Office or KSU Events department.
- All campus grilling must end by 9 p.m.
- Only the charcoal grills installed on campus grounds may be used. Portable gas and charcoal grills are prohibited.
- Flammable items such as charcoal and lighter fluid may not be stored on campus, except in approved fireproof cabinets.
- A fire extinguisher is required which will be provided by EHS&RM.
- The individual reserving the space is responsible for safety during the grilling event. Use of alcohol is prohibited in the grilling area.
- The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water, after the grilling is complete, and that the site is left as clean as it was found. Any damage to the surrounding environment is strictly prohibited.

- All charcoal barbecues require a metal garbage can that should be used only for disposal of hot charcoal. On the Facility/Equipment Reservation form you can request to have the Facilities Department deliver the metal can for charcoal disposal directly to the approved location along with a fire extinguisher.

2) Open Flame - Indoors

a) Candles and Decoration Devices

- Use of candles on campus is limited to religious ceremonies or other special occasions in designated areas with appropriate fire safety precautions.
- The use of candles for decoration, aromatic or for lighting is prohibited. Safer alternatives include electronic flicker candles, flashlights and battery-operated lanterns.
- The following guidelines apply to approved use of candles
 - Class I and Class II liquids and LP gas may not be used.
 - Liquid or solid fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at more than 0.25 teaspoon per minute if tipped over.
 - Devices or holders must be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is in the upright position.
 - Devices that do not self extinguish must return to the upright position if tilted to an angle of more than 45 degrees from vertical.
 - Devices or holders must be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is in the upright position.
 - Candles used on food service tables must be flame protected and securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials.
 - Shades, if used, must be non-combustible.
 - Fuel canisters must be safely sealed for storage.
 - Candelabra with flaming candles shall be secured in place and located away from combustibles materials and people.

b) Cooking

- Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol may be used.
- Candles used on tables used for food service must be protected flames and securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials.

F. Pyrotechnics

- The indoor and outdoor use of pyrotechnics is strictly regulated and requires proper approval of EHS&RM department and permits from an Authority Having Jurisdiction in this case Cobb County Fire Marshal.
- Organizations, groups, and individuals sponsoring outdoor public display of fireworks shall comply with rules, regulations and procedures as outlined in this policy, as well as all applicable federal, state, and local laws, rules and regulations.
- Organizers/promoters of an event that will involve fireworks display is required to submit to EHS Department, for approval, a FIREWORKS APPROVAL FORM at least 15 working days prior to any agreement is reached or contract signed for such events on KSU campus.
- Cobb County requires a Fireworks Display Permit approved by the County Fire Marshal at least 5 days in advance of the event. The event Organizers/promoter should apply for the permit at least 10 days before display.

1) Display Regulations

- Only operators properly licensed in the State of Georgia will be allowed to display fireworks/pyrotechnics on KSU property or at University sponsored events.
- The fireworks operator shall supply the following:
 - Fireworks.
 - Appropriate tools and equipment for shipping and receiving.
 - Safety on-site storage.
 - Appropriate numbers and sizes of fire extinguishers.
 - Necessary number of qualified personnel needed for set up, display and clear-up after the conclusion of the event.
- Operators shall comply with all applicable laws and regulations in planning and conducting the fireworks display, including, but not limited to;
 - State of Georgia Regulation of Fireworks (O.C.G.A. §25-10-1).
 - All relevant National Fire Protection Association (NFPA) codes and guidelines relating to fireworks and pyrotechnic devices which include NFPA 1123, *"Code for Fireworks Display,"* and NFPA 1126, *"Standard for the Use of Pyrotechnics before a Proximate Audience"*.
- A Cobb County Fire Marshal will be present at the time of all fireworks displays. The Public Safety Department will be responsible for ensuring the fire department is present at the fireworks display.
- The fireworks/pyrotechnics operators shall furnish a certificate of liability insurance, with an insurance company duly licensed by the Insurance Commissioner of the State of Georgia, in the amount of no less than \$1,000,000 naming the Kennesaw State University as additional insured.
- The display contractor shall be required to conduct an on-site safety assessment, or determine same from previous site experience, prior to submitting a bid for a show.

- The fireworks display contractor shall work within the limits specified in his approved bid submission.
- Outdoor fireworks displays require large “safety zones.” The discharge site of the fireworks display shall be located so that a minimum distance as specified by NFPA is maintained from the mortar launch site to spectators, dwellings or spectator parking areas.

2) Responsibilities

a) EHS&RM Department

- Shall review and approve the location of proposed fireworks display site and coordinate the permit application process.
- Shall provide supervision and guidance to fireworks operator prior to setting up the display, during discharge of the fireworks and after discharge to assist in determination that the launch area is safe.
- Inspect the pyrotechnics/fireworks site on the day of the show for conformance with applicable fire codes.

b) KSU Public Safety

- Shall advise the State Fire Marshal as appropriate of all proposed outdoor pyrotechnic displays.
- KSU Department of Public Safety has the sole authority to suspend or terminate fireworks displays on the KSU campus at any time upon their own discretion and/or upon the advice of the University's Department of Environmental Health Safety and Risk Management, the producer of the event, or Cobb County Fire Department official.

c) Event Organizer

- Event organizers/promoters are responsible for maintaining clear exits, assuring that there is no overcrowding, initiating a fire alarm if necessary, directing occupants to exits, and general fire and life safety awareness.

G. Electrical Safety

1) Use of Generators

- Generators must meet all electrical code requirements including proper grounding.
- All wires that may pose a tripping hazard must be covered or otherwise secured.
- Generators must be located so that exhaust does not enter buildings or tents.

2) Electrical Extension and Power Cords

- Electrical extension and power cords that are improperly installed and used can be a fire, electrical shock and trip hazard. If your event requires extra electrical power either inside or outside, contact Plant Operation Department to be provided with temporary power setup.

- Extension cords must only be used for temporary operations and must never be used as permanent wiring.
- Multiple plug adapters are not permitted on campus.
- Power strips that are fused for the wire size and protected by a circuit breaker may be used.
- The cord must be plugged directly into a wall outlet. Plugging cords into another extension cord, multi-outlet strip or tap is prohibited because of risk of overloading the circuit.
- Choose a UL listed cord that has a 3-prong plug (grounded) and a heavy duty rating. Narrow cords with a 2-prong plug should not be used because they easily overheat.
- Cords should be run through low traffic areas such as along the edge of the wall or under tables.
- Cords should be secured with wide tape to the floor or to table legs. Stringing over or wrapping around overhead pipes or sprinkler heads is not allowed. Please note that Plant Operation Department may prohibit use of certain material such as duct tape to secure the cords. Check with the department before using such materials.

H. Lighting and Special Effects

1) Lighting

- Provide adequate general lighting so that the audience/guests can see the aisles leading to the exits to facilitate quick and safe evacuation in the event of an emergency.
- If mood lighting is used, someone must be assigned to stay at the control panel so the lights can be turned up immediately if the fire alarm is activated.
- Lighting equipment (especially high intensity) must be UL rated and positioned so curtains, decorations, etc are not ignited.

2) Lasers

- The use of lasers, both inside and outside, must be reviewed and approved by the EHS&RM department.
- Only a licensed operator is allowed to control the laser.

3) Strobe Lighting

- Strobe (flashing) lighting can trigger seizures in photosensitive epileptic persons, if exposed to flashing lights at certain intensities or to certain visual patterns, especially if it is dark. This condition is known as photosensitive epilepsy. According to Epilepsy Foundation, about 3 to 5 percent of the 2.7 million Americans with epilepsy (approximately 100,000 individuals) are photosensitive.
- Flashing lights between the frequencies of five to 30 flashes per second (Hertz) are most likely to trigger seizures.
- Strobe lighting should be used in compliance with Epilepsy Foundation's professional advisory board which recommends that:
 - Photosensitive individual should not be exposed to flashes greater than three per second.

- The contrast between alternating dark and bright images be not greater than 20 candelas per square meter (a technical measure for brightness).
- KSU Department of Environmental Health, Safety, and Risk Management recommends that strobe lighting equipment be operated by a licensed person.
- Event organizer should notify Guests that strobe light will be used, by including prominent information in the advertising, program and posting a large sign at each entrance to the event.

4) Fog Machine

- Use of fog machines during a performance, dance, or other public assembly event may activate smoke detectors and/or obscure emergency exits which is prohibited by the fire code.
- Areas where fog machines are proposed to be used must be evaluated by EHS&RM department so that accidental activation of the fire alarm system or obscuring of exits is avoided.
- If smoke detectors will need to be temporarily shut down in the area where a fog machine is going to be used, special fire safety measures such as "fire watch" will be required.
- EHS&RM Office generally does not encourage the use of fog/ smoke machines or similar devices.

I. Smoking Policy

- Smoking any type of tobacco product is prohibited in all campus buildings.
- Smoking is only permitted outside the building in designated areas.
- Organizers and attendees of public events are required to abide by the University's smoking policy.
- Event Organizer/coordinator is responsible for communicating this policy to attendees and for enforcing this policy.
- Designated outdoor smoking areas are clearly marked with signs.
- Smoking is also prohibited in all Kennesaw State University vehicles.

J. Insurance

- Proof of insurance is required for outside groups/events that come to the University.
- Student groups typically are not protected by insurance coverage offered by the Department of Administrative Services. It is important that Kennesaw State University protect itself from exposures that may arise from student group sponsored events.
- Events sponsored by University student groups that pose substantial risks to non-University participants may also require proof of insurance.
- If an outside organization, group, vendor or individual plans to host an event on campus then a certificate of insurance with limits of at least \$1 Million per occurrence may be required. The certificate must be submitted to the the EHS&RM Department for approval. The insurance certificate must read as follows: "Kennesaw State University is named as an additional insured for the [name of event] on [insert date]."

- If Kennesaw State University (not a student group) is hosting an event and KSU will lease or rent equipment for that event then typically the owner of the equipment will request a certificate of insurance from KSU. The request must be made in writing including: full name and address of the requestor, reason that the certificate is required to (a copy of the contract can be submitted for this purpose), mailing or other handling instructions, i.e., where the certificate should be sent. A minimum of a 10 day notice is required by DOAS for this request.

K. Post Event Procedures

- Event coordinator should conduct a post event assessment to ensure
 - Open flames, where open flames are approved, have been safely extinguished.
 - No unnecessary electrical equipment has been left ON.
 - Check for any other obvious hazardous conditions.
 - Necessary clean-up has been conducted.