



## **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 or surroundings, and in some cases low light conditions. These risks can be managed through proper event planning and management.

The health, safety, and welfare of Kennesaw State University (KSU) students, employees, and guests must be managed and secured for any event held on campus. Event organizers, whether students, KSU employees, or an outside organization, 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 events held on campus vary, from graduation ceremonies, to conferences, seminars, performances, concerts, to students' functions. The size and complexity of each event will vary, and while all events will be covered by certain legal requirements, the arrangements that may be needed will also vary. These Guidelines provide basic standards and safety measures to encourage a consistent approach to environmental health and safety (EHS) management while leaving scope for flexibility, considering the nature, size, and complexity of the event.

These Guidelines will seek to make clear what is required and why it is necessary. However, the Guidelines do not substitute the need for event organizers to seek advice from other sources, and particularly consultation with University's EHS and Public Safety Departments.

## **2. Purpose**

These Guidelines assist those who organize events on KSU's campus to plan and run a safe and environmentally friendly event while satisfying the requirements of KSU and governing regulations.

## **3. Scope**

These Guidelines apply to all events held on any KSU campus or that are sponsored by KSU. All KSU employees, departments, students, contractors, and third-party providers involved in organizing and holding an event such events are bound by these Guidelines.

## 4. Responsibilities

### A. Event Coordinator/Organizer

The event coordinator/organizer is responsible for the safety of the event and can designate someone to be the event safety representative to fulfill this commitment.

### B. Environmental Health and Safety Department

The EHS Department will review and approve the proposed event and coordinate the permit application process. They will provide technical support so the event coordinator/organizer on matters involving health, safety, and the environment.

## 5. 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 coordinator/organizer should contact the EHS Department at the earliest opportunity with the following information on the proposed event:

- Date, time, and location
- Type
- Name of the event coordinator/organizer and other designees
- Number of people expected

### B. Fire and Life Safety

To comply with the requirements of the State's Minimum Fire Safety Code, it is necessary for the EHS Department to make certain approvals as noted in these guidelines. All persons planning public assembly events should therefore contact the EHS Department for the required inspections and approvals. EHS 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.

#### 1. Room Capacity

It is the responsibility of the event coordinator/organizer 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).

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 square feet
Less concentrated (dining room, exhibit room)	15 square feet
Fixed seats	Number of fixed seats
Stage (persons on stage)	15 square feet

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.

Tents are considered as buildings and therefore must meet the same requirements as buildings. See the section on tents for more information.

## 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	2 remote exits
500-999	3 remote exits
1000 or more	4 remote exits

Access to all exit doors, corridors, and stairways must be always kept clear. Aisles to get to the exits must be 4 feet wide and always kept clear.

Exit signs and doors must be clearly visible and should not be disguised by decorations or obscured by fog, smoke, pipe, 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.

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/organizer 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.

## 3. Outdoor Spaces

Enclosed open areas, such as a 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 spaces that are not routinely used for public assembly (lobbies, atriums, etc.), or any plans that are different from existing standard plans must be reviewed in advanced by the EHS Department 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 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 prohibited for events that have an occupant load or attendance of 500 or greater.

#### **6. Emergency Medical Services**

Emergency medical services (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’s Public Safety Department in consultation with the University Health Center and Cobb County EMS will determine the number and level of EMS providers required.

### **6. Tailgating for Sporting Events**

The only areas approved for tailgating are the Former BransMart parking lot and the vacant lot North of the KSU Center.

#### **A. Clean Up**

Please keep the KSU campus beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas, RV lots, and facilities for your convenience. All groups are responsible for making sure their assigned tailgating area is cleaned prior to departing for the game.

All trash and recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be close din bags or trash containers.

KSU is a tobacco-free campus. The use of any tobacco products on campus is prohibited.

All leftover food and beverages must be placed in proper containers and stored.

All clean-up procedures must be completed before entering the stadium.

#### **B. Grilling**

The following are requirements when using a grill during events:

- You must have a charged ABC fire extinguisher.
- Grills must be at least 15 feet away from any structure or vehicle.
- Propane containers must be secured to the grill or in a crate.

The following actions are prohibited:

- Grilling under a tent or canopy
- Grilling in parking structures
- The use of in-ground and metal pan fire pits
- Smokers larger than the typical 55-gallon drum
- Grease fryers and turkey fryers
- Portable or tabletop grills

## 7. Open Flames

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

The use of open flames at public assembly events for any purpose must be approved by the EHS Department, and the Event Coordinator/Organizer should consult the EHS Department with proposed safety precautions.

A written request for approval of the use of open flame must be submitted to the EHS Department at least ten working days in advance of event.

### A. Candles and Decoration Devices

The 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 use, or lighting is prohibited. Safer alternatives include electronic flicker candles, flashlights, and battery-operated lanterns.

## 8. Electrical Safety

These Guidelines cover the use of electrical-related devices, including generators, electrical extension and power cords, lighting, lasers, and fog machines

### A. 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.

### B. 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.

Additional guidelines are as follows:

- Multiple plug adapters are not permitted on campus.
- Cords 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 secured with wide tape to the floor or to table legs in low traffic areas. Stringing over or wrapping around overhead pipes or sprinkler heads is not allowed.

## C. Lighting

Event Coordinators/Organizers are required to provide adequate 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 they 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, and other flammable items and materials are not ignited.

### 1. 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 individuals 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).

The EHS Department recommends that strobe lighting equipment be operated by a licensed person.

Event Coordinators/Organizers should notify guests that strobe lights will be used by including prominent information in the advertising, program, and posting a large sign at each entrance to the event.

## D. Lasers

The use of lasers, both inside and outside, must be reviewed and approved by the EHS Department. If approved, only a licensed operator is allowed to control the laser.

## E. Fog Machines

The use of fog machines during a performance, dance, or other public assembly event may activate smoke detectors or obscure emergency exits which is prohibited by the fire code.

Areas where fog machines are proposed to be used must be evaluated by the EHS 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.

## 9. Smoking Policy

Smoking and any type of tobacco products is prohibited on campus and in all KSU vehicles.

Event Coordinators/Organizers and attendees of public events are required to abide by KSU's Tobacco Free policy.

Event Coordinators/Organizers are responsible for communicating and enforcing this policy.

## 10. Insurance

Proof of insurance is required for outside groups and events that come to KSU. Student groups typically are not protected by insurance coverage offered by the Department of Administrative Services. It is important that KSU protect itself from exposures that may arise from student group sponsored events. Events sponsored by 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, a certificate of insurance with limits of at least \$1 million per occurrence may be required. The certificate must be submitted to the EHS 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 KSU (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 and must include the following:

- The full name and address of the requestor
- The 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 ten-day notice is required by the Department of Administrative Services (DOAS) for this request.

## 11. Post-Event Procedures

The Event Coordinator/Organizer should conduct a post-event assessment to ensure:

- Open flames, if approved, have been safely extinguished.
- No unnecessary electrical equipment has been left on.
- Obvious hazardous conditions are identified and controlled.
- Clean-up has been conducted.