UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Events Fire and Safety Procedures

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UNIVERSITY OF
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UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Events Fire and Safety Procedures

I. General

This procedure shall be used to coordinate the safety of events on University grounds, buildings, and facilities. This procedure intends to promote health and safety and prevent damage to University property. This procedure is for event managers, event coordinators, event organizers, and event staff to help facilitate an event so that it runs safely.

II. Definitions

1. Academic Event means the use of a Facility or Outdoor Space for teaching and/or instructional programs for University credit or research by University faculty.

2. Event means the use of a Facility or Outdoor Space for a specified period. This includes, but is not limited to, demonstrations, parades, festivals, or other gatherings.

3. Event Coordinator is a University personnel member who schedules and coordinates the event, from the beginning to the end of the event.

4. Event Manager means the individual responsible for activities related to the health and safety of attendees in arenas, large ballrooms, performance halls, and other places of assembly.

5. Event Organizer is an individual who develops the event and is responsible for operating the event from start to finish. This individual serves as a single point of contact for the Event Coordinator.

6. Facility means a space within a building.

7. Outdoor Space is an outdoor space on the university property that includes: courtyards, breezeways, terraces, outdoor patios, underpasses, parking lots, grass areas, and athletic fields.

8. Standard Event is the use of a facility or grounds area on campus for its intended purpose.

9. Non-Standard Event is the use of a facilities or grounds area on campus for other than its original intended purpose. It may be an event that is out of the ordinary, has special requirements, or may have increased risks.

10. Temporary Structure means anything that is constructed of tangible materials, whether freestanding, staked, or attached to any Facility or in any Outdoor Space. This includes but is not limited to: a tent, shed, inflatable structure, canopy, or any other type of structure.

III. UNC Board Policy and Regulations

Board Policy

1-1-410 Peaceful Assembly.

The University of Northern Colorado acknowledges the rights and privileges of individuals or groups to gather on public property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.

1. Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not: threaten or violate policies and rules; interfere with the conduct of University business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

2. The University requires that persons engaged in such assemblies on-campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by Student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.

3. Persons planning or initiating such assemblies to be conducted on the University campus are required to identify their groups and to state their purposes in advance to the appropriate University personnel. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of University buildings must be made with the appropriate person. The organization sponsoring a speaker, or conducting an assembly, assumes the responsibility for maintaining the University policies on peaceful assembly and student freedom of expression.

4. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. University security can be requested to ensure that the rights of all concerned are protected.

5. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any site when conducted in a manner that interferes with educational function. Demonstrations are further prohibited in any special-use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable city and state laws.

University Facility Scheduling Regulations

3-7-115(7) Auxiliary Facility Use

Auxiliary facilities are available on a first come first served basis, with priority given to student and University groups. Facilities are also to be made available to non-University groups. An appropriate rental fee, direct costs for services rendered and equipment utilized, and/or other fees shall be assessed by all groups permitted to use the facilities.

Sponsorship of Non-University Organizations. All regulations and procedures designated for sponsorship of state facilities shall also be in effect for auxiliary units.

Auxiliary Access Preference. Preference for use of space will be given to student and university groups, with an overriding priority of first come first served. Once space is assigned, every attempt will be made to honor this commitment, however, the University reserves the right to cancel or change a reservation or even change a location if deemed necessary.

3-7-115(8) Use of University Grounds

Because the use of any exterior facilities may present the possibility of disturbance to normal University activities and damage to the University property, the criteria governing the use of exterior space shall include, but not be limited to, the following:

1. No permanent or semi-permanent structures may be constructed or placed for any activity in these spaces unless the construction itself is either done or approved by Facilities Management.

2. No activities may be held which render a space unsatisfactory for use in its normal or primary function or which interfere with an activity previously scheduled according to this regulation or with normal or scheduled University activities.

3. Individuals or groups wishing to use outdoor areas and outdoor facilities shall schedule such use with the University Scheduling and Events Office in writing, no less than 5 days in advance of the event, and include the time, place, and nature of the proposed activity. The University Scheduling and Events Office will notify the University Police and other appropriate campus agencies.

4. All uses of amplifying and public address systems must conform to all applicable laws and ordinances.

5. Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves and such other University services as may be required because of the activity of the sponsoring organization.

6. All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and automobile traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activity.

Additional Facility Scheduling Regulations can be found in the University Regulations.

IV. Responsibilities and Procedure

Many events on campus will need to be reviewed for fire and safety requirements. The following are minimum responsibilities for event personnel.

1. Event Organizer

   An event organizer shall submit a request to the event coordinator for any event on campus. Event organizers may be responsible for designating or taking on the role of an ‘Event Manager’. The Event Manager should be pre-determined before the event’s scheduled date. Events should be organized in such a way that safety is a priority. Certain steps and precautions should be taken well before an event begins.

2. Event Coordinator

   The event coordinator is responsible for scheduling the event and determining if an Event Permit Application form should be completed.

   A. Event Permit Application

      The Event Permit Application form shall be filled out for any non-standard event (if the form was filled out last year for the same event, a new form shall be filled out each year). When a form is filled out, Conference and Event Services shall submit the form to the Chief of Police and Director of Environmental Health and Safety for review and approval. Once they or their designee review the form, comments shall be sent to the event coordinator.

   The event coordinator will be responsible for the appropriate planning needed to incorporate any requests or comments listed. If needed, UNC Police or EHS shall be advised, in advance of an event, so that they may consult with the event organizer and the University to determine if there are safety issues or special arrangements that might be needed.

3. Event Manager

Event Managers shall be required for facilities or events where more than 1,000 persons congregate. An event manager may be used for events smaller in size. It is the responsibility of the event manager to ensure that their event complies with the University of Northern Colorado regulations and procedures. Event managers should be familiar with the appropriate emergency action plan should an emergency arise such as a fire, earthquake, tornado, extreme weather, violent crime, etc. The event manager shall train all event staff and volunteers, informing them of the emergency action plan.

A. Duties

1. Conduct an inspection (safety checklist) of the area of responsibility and identify and address any egress barriers
2. Inspect the area of responsibility to identify and mitigate any fire hazards
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects
4. Direct and assist the event attendees in evacuation during emergency
5. Assist emergency response personnel where requested
6. Other duties required by the fire code official
7. Other duties as specified in the fire safety plan

B. Safety Checklist for Events Form

The Event Manager should complete a Safety Checklist for Events (Appendix A) form a minimum of two hours before the event is scheduled to begin. Any safety items of concern should be corrected before the event starts. If the event manager needs assistance with safety concerns, they should contact UNC Police or EHS for review. The Safety Checklist for Events form can also be used at smaller-sized events.

V. Training and Recordkeeping

1. Recordkeeping

The Fire / Police / Safety (FSP) Event Request form shall be kept by the Event Organizer for the duration of the event.

A completed Safety Checklist for Events form shall be submitted to the Environmental Health and Safety:

University of Northern Colorado
Environmental Health & Safety
501 20th Street, Campus Box 57
Greeley, CO 80639

The Safety Checklist for Events form shall be kept on file, in the EHS office, for one year after the event has been completed.

2. Training

It is recommended that any individual who has the ‘event manager’ responsibilities should participate in the Crowd Manager training or any other similar training. Crowd Manager training is offered through the Environmental Health and Safety Department. Event Managers should receive the Crowd Manager training a minimum of every two years.

Safety Checklist for Events

Event manager (Please Print):	Phone Number:	Today's Date:
Event Location (Be Specific)	Department/Organization:	Event Name
Date of Event	Time of Event	Type of Event

Smoke/Fire/Pyrotechnics	Yes	No	N/A	Additional Action required
Staff and volunteers are aware of fire evacuation procedure	☐	☐	☐	
Designated smoking areas (outside) are available	☐	☐	☐	
Any activity which may produce smoke, fire, or dust has been reported to EHS before the event	☐	☐	☐	
Fire alarm pull station and fire extinguishers are visible and accessible	☐	☐	☐	
18" vertical clearance is maintained below all sprinkler heads	☐	☐	☐	
If pyrotechnics are used (outdoors) is the wind speed less than 15mph	☐	☐	☐	

Event Access and Egress	Yes	No	N/A	Additional Action required
All exits and entrances are clearly marked and illuminated	☐	☐	☐	
All exits, entrances, aisleways, pathways, and corridors are free of obstruction	☐	☐	☐	
Stairways, sidewalks, and ramps are free of obstruction	☐	☐	☐	
Fire doors (e.g. in stairways) are kept closed unless equipped with an automatic closing device	☐	☐	☐	

Electrical/Power/Generators/Utilities	Yes	No	N/A	Additional Action required
Electrical cords are secured to prevent tripping and other hazards	☐	☐	☐	
Leads, plugs, etc. are protected from all weather conditions	☐	☐	☐	
Electrical cords and plugs are in good condition with proper grounding and no frayed wires	☐	☐	☐	
All portable generators are at least 25 feet from any structure, isolated from the public.	☐	☐	☐	
36" clearance maintained in front of electrical panels	☐	☐	☐	
Location of all site underground services (power/gas/water/ electrical) and overhead power lines have been identified	☐	☐	☐	
Extension cords and power strips are not daisy-chained and no permanent extension cords are in use.	☐	☐	☐	
Audio and visual equipment/cords are in good condition and free of obstruction	☐	☐	☐	

Traffic and Parking	Yes	No	N/A	Additional Action required
Parking available for people with disabilities	☐	☐	☐	
All cones, barricades, and signs are in their proper location	☐	☐	☐	
Traffic attendants are available (when required)	☐	☐	☐	
Traffic staff are wearing high-visibility vests	☐	☐	☐	
Access for emergency vehicles and personnel	☐	☐	☐	
Fire lanes are clear and unobstructed	☐	☐	☐	

Amenities	Yes	No	N/A	Additional Action required
Sanitary facilities (toilets, hand washing stations) are available	☐	☐	☐	
Adequate drinking water available for attendees	☐	☐	☐	

General	Yes	No	N/A	Additional Action required
Floors kept dry and free of slip and trip hazards (cables, potholes, footpath defects, etc.)	☐	☐	☐	
Exterior cooking appliances are at least 10 feet from any combustible wall, roof, or tent and at least 25 feet from any building air intake, door, or window	☐	☐	☐	
Adequate number of recycling and general waste containers are available	☐	☐	☐	
Adequate bins have been provided for special waste (biohazards, etc.)	☐	☐	☐	
Temporary flags/decorations have been installed correctly and checked	☐	☐	☐	
Event emergency plan has been documented and communicated to all event personnel (including the method of communication in the event of an emergency)	☐	☐	☐	
An extreme weather contingency has been planned (e.g. cancellation, postponement, venue change, etc.)	☐	☐	☐	
Weather hazard(s) have been reviewed (outside events)	☐	☐	☐	

First Aid	Yes	No	N/A	Additional Action required
First Aid services location is clearly visible	☐	☐	☐	
AED is available	☐	☐	☐	
Paramedics are on site (when required)	☐	☐	☐	
Signs present for hazardous and restricted areas	☐	☐	☐	

Staging/Platforms/Tents/Membrane Structures	Yes	No	N/A	Additional Action required
All stages are erected by personnel with appropriate training	☐	☐	☐	
All structures have been inspected and approved by a competent person where required	☐	☐	☐	
Platforms are continuously monitored, particularly in extreme weather conditions	☐	☐	☐	
Adequate access and egress around all staging and platforms for event patrons and emergency services	☐	☐	☐	
Tents and canopies are set up at least 10 feet from other tents/canopies and at least 20 feet from cooking equipment	☐	☐	☐	
Fire extinguishers are mounted in tents and canopies (if applicable)	☐	☐	☐	
Exit signs are posted in tents and canopies (if applicable)	☐	☐	☐	
Fireworks/pyrotechnics are not being used within 100ft of the temporary structure	☐	☐	☐	
Tents/Membrane structures are anchored to withstand the elements of weather and prevent collapsing	☐	☐	☐	

Compressed gas cylinders	Yes	No	N/A	Additional Action required
Compressed gas cylinders and LPG cylinders are secured in an upright position and capped when not in use	☐	☐	☐	
There are no more than two (2) propane gas tanks by a tent/booth area	☐	☐	☐	
LPG cylinders are clear of unwanted ignition sources and are only in well-ventilated areas (outside)	☐	☐	☐	
Compressed gas cylinders are labeled with the name of the gas or chemical and the primary hazard associated with that gas or chemical, i.e. flammable, oxidizer, toxic, etc.	☐	☐	☐	

Plans/Permits/Licenses/Waivers	Yes	No	N/A	Additional Action required
A fire permit has been issued and is available for use of open flame devices or pyrotechnics (if applicable)	☐	☐	☐	
An outdoor event permit was obtained and is available (if applicable)	☐	☐	☐	
Alcohol license has been obtained and is available (if applicable)	☐	☐	☐	
Event insurance waivers have been approved and are available (if applicable)	☐	☐	☐	
A permit has been obtained for tents or temporary membrane structures (if applicable)	☐	☐	☐	

Additional Items	Yes	No	N/A	Additional Action required
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Immediate safety concerns should be corrected before the event occurs.
Contact UNC Police (970) 351-2245 for questions in correcting immediate safety concerns.

Event Manager, UNCPD, or EHS Use Only	
Event Manager / Inspector Signature	Date
Event Manager / Inspector Comments	

Environmental Health & Safety Use Only	
Date EHS Received Report	EHS attended event □ Yes □ No UNC PD at event □ Yes □ No EHS inspected □ Yes □ No
EHS Comments:	

Turn in the completed safety checklist to:

University of Northern Colorado, Environmental Health & Safety
501 20th Street, Campus Box 57
Greeley, CO 80639