

Name: Event Management Guide	Effective: September 1, 2013
Areas Affected: Department That Host Large Events	Reviewed/Revised: August 22, 2013

1.0 Purpose, Applicability, and Scope

1.1 Purpose - The purpose of this document is to provide guidance for those individuals and departments who are hosting events.

1.2 Applicability – This guide shall apply on campus and off-campus events hosted by university departments having more than 50 occupants. It applies to indoor and outdoor events. This does not apply to the following:

- a. Classrooms
- b. Events held in Neyland Stadium or Thompson Boling area
- c. Events where the occupants are primarily UT staff and faculty, such as in meetings to conduct business meetings.

2.0 Abbreviations, Acronyms, and Definitions

2.1 Abbreviations/Acronyms

AED –Automated external defibrillator

EHS – campus Environmental Health and Safety

2.2 Definitions

Assembly occupancy or place of assembly– a location where 50 or more individuals gather for the purpose of entertainment, recreation, eating, drinking, deliberations, worship, awaiting transportation or similar activity.

Crowd manager – an individual who is present during the event and has a designed role with respect to crowd management or the safety of the occupants.

Medical emergency – a serious injury or illness where the individual must be transported to a local hospital for care or treatment.

Near Miss – often called a close call, is an accident without injury or property damage.

Occupant Load – the maximum number of individuals present in a room or space permitted by the fire code.

3.0. Roles and Responsibilities

Environmental Health and Safety will:

- a. Maintain this written plan and place in the online safety manual
- b. Assist with interpretation of the plan
- c. Conduct site reviews, including complaint follow up, upon request
- d. Assist departments or individuals to the extent feasible with safety planning for events
- e. Maintain records as required

Departments or individual on campus who are hosting an event will:

- a. Use Appendix A from this plan as guidance for hosting events
- b. Consult with Environmental Health and Safety when specific questions arise related to this guide
- c. Report any deficiencies or problems with this guide
- d. Maintain records as required

4.0 Procedure

Appendix A shall serve primarily as the procedure for this document.

5.0 Recordkeeping

A copy of Appendix A should be kept by the organizer for at least one year after the event is complete. In situations where litigation or other claims (property damage or injury) are likely to be made against the university, Appendix A shall be kept until after the litigation or claim has been resolved.

A copy of Appendix B should be retained with Appendix A for the same duration.

6.0 Training and Information

Crowd managers should be familiar with these assigned tasks. Training is available online at

www.firemarshal.state.md.us/crowdmanager/bginfo.html

Appendix A Event Safety Checklist

Checklist completed by _____ Phone number _____

Date checklist was completed _____

- Note this record should be kept for at least one year beyond the completion of the event. If personal injury or property damage occurred during the event and litigation or a claim is likely, this record must be kept until a resolution has been reached.

I. Fire Safety

_____ **Exits** - The following applies to required exits and occupant load:

Occupant Load (persons)	Exits
50-500	2 means of egress – each remote from each other
500-1000	3 means of egress
>1000	4 means of egress

Contact Environmental Health and Safety if you are unsure about occupant load calculations and required egress.

_____ **Exit Access** – Access (hallways, stairways, ramps, corridors, general pathways) to exits must be:

1. Unobstructed – no storage
2. Illuminated while the building is occupied
3. Free of slip or trip hazards (extension cords, loose rugs)

_____ **Exit Signs** – Internally illuminated exit signs are required. View of exit signs must not be obstructed.

_____ **Emergency Illumination** – Emergency lights (self-contained battery powered lights) are required, unless the building has a generator.

_____ **Candles and Open Flames** –Candles and open flames are generally prohibited during events. Sterno or similar heating is permitted. See Appendix C regarding proper use of sterno. Contact EHS for details and questions.

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- Smoking** – Smoking is prohibited in buildings on campus and is not permitted within 25 feet of building entrances or ventilation system air intakes. See the UT smoking policy for additional details.
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- Seating** – There are a variety of acceptable seating configurations. The following applies to non-fixed seating:
- a. Minimum aisle width is 44 inches
 - b. There must be no more than 7 seats between aisles
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- Smoke, Fog, Hazes, Exhaust and Other Airborne Materials** – These substances can cause activation of the building’s fire alarm system. Contact Environmental Health and Safety if the event may involve production of aerosols or other airborne particulate.
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- Occupant Load Posting** - Every room constituting a place of assembly and not having fixed seats shall have the occupant load of the room posted in a conspicuous place near the main exit from the room.
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- Pyrotechnics** – Approval must be obtained from the Knoxville Fire Department and State Fire Marshal’s Office if the program is planning to use pyro techniques.
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- Decorations** – Combustible decorations, such as paper, fabric, films, curtains, draperies, cotton, hay, straw, moss, split bamboo, wood chips, cork, cardboard, foam plastic, etc. are not permitted in stairways, exit access and locations where occupants congregate (e.g.. meeting space). Decorations must not obstruct exit, exit sign and render the means of egress unclear.
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- Fire Alarm Activation** – In the event the fire alarm activates, occupants are to exit the building as soon as possible. A defined meeting location (assembly point) must be identified before the event starts and communicated to individuals who may be involved with evacuation.
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- Electrical Safety** – Contact Facilities Services Electrical Service if there are any questions about the need for power, problems or electrical safety. Their phone number is 974-2505.
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- Fire Announcements** – Tennessee law requires that an announcement must be made before a performance starts where the occupant load exceeds 300. In addition, documentation must be kept of the announcement. See Appendix B.

Portable Fire Extinguishers – Fire extinguishers are located throughout buildings on campus. These safety devices must not be relocated, removed, obstructed or otherwise impaired. Crowd managers must be familiar with the location of these devices and their use. Contact EHS if:

- a. The event is located outdoors
- b. Additional temporary extinguishers are needed
- c. If an extinguisher is used, damaged or found to be missing.

Hazardous Materials – Contact Environmental Health and Safety if any of the following materials and quantities are likely to be present during the event

- a. Corrosive liquids (acids or bases) with a pH below 2.5 or above 11.0 in quantities greater than one gallon.
- b. Flammable liquids
- c. Compressed gas
- d. Other high hazard substances

Crowd Manager or Supervisor – A crowd manager or supervisor must be present for every 250 occupants. Note this individual must be familiar with evacuation and other aspects of safety.

Maintenance and Utility Problems – Contact Facilities Services if any problems are encountered with the building including heating/cooling, loss of electricity, plumbing, etc. The after-hours one-call number for Facilities Services is 946-CARE.

II. Accidents, Injuries and Near Misses

For medical emergencies

Have emergency medical personnel available onsite if the occupant load is 1000 or greater or if the nature of the event could result in injury or illness.

Crowd managers must know the location of the nearest AED and be familiar with emergency call procedures.

For non-emergencies medical care

UT Employee – Medical treatment and evaluation is available at Occupational Health at UT Medical Center during regular business hours. After-hours medical care is available at Emergency Department at UT Medical Center.

_____ Non-UT Employee Medical – Refer injuries to the nearest medical facility or onsite medical if applicable. These events should be documented with the report of occurrence form found at: <http://riskmanagement.tennessee.edu/Occurrence%20Form.pdf>

_____ Near misses should be documented and reported to Environmental Health and Safety or the Risk Management Office. Reports may be made via telephone (974-5084) fax (974-0094), in person or via e-mail at safety@tennessee.edu

III. Emergency Management

The emergency preparedness section of the Safety Website is a great resource for responding to disasters. It can be found at:

<http://safety.utk.edu/emergency-preparedness/>

_____ A plan should be developed to address severe weather if the event will be held outdoors

_____ Individuals in charge of events and any designated crowd managers must be familiar with the contents of this website. Questions regarding building disaster preparedness or event-specific preparedness should be direct to Suzanne Rimmer at 974-5084. Contact the University emergency manager, Brian Gard, for broad scale (campus-wide) disaster preparedness questions.

IV. Insurance

_____ Contact the Risk Management Office at 974-5409 regarding the need for insurance coverage if any of the following applies:

- a. Outside group will be hosting an event on UT property

Appendix B

Emergency Evacuation Announcement

The following announcement must be communicated to the occupants of events where more than 300 individuals are present. The notice must be made just before the event starts.

Ladies and gentlemen, may I have your attention.

In order to comply with the fire code in the State of Tennessee I would like to make the following announcement.

Please take a moment to locate the exit nearest you. Exits are located (*please list*). Should an emergency arise, we ask that you proceed rapidly, but orderly to the nearest exit and away from the building.

Please be reminded that smoking or the use of open flame by event attendees is not permitted.

Building and room where event was held _____

Name of the event _____

Person making the announcement _____

Date and time of the announcement _____

A copy of this form or equivalent must be kept in the department's files for at least one year, unless litigation or a claim is likely.

Appendix C

Guidelines for Use of Solid Alcohol (Sterno) Fuels to Warm Food

- Solid alcohol (Sterno) heating of food is permitted provided that the following precautions are taken to prevent ignition of combustible material and ensures the safety of occupants.
- Portable open-flame sterno devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.
- Sterno fuel use shall be attended at all times by a member of the catering staff or an event organizer who has been trained in sterno use and fire safety.
- A 10 pound ABC dry chemical extinguisher shall be available within thirty (30) feet of the serving table or tables.
- Use of secondary containers for sterno, i.e. fuel holders with cover, is mandatory. Proper tools must be available for the smothering of the flame if needed, i.e. snuffer paddle.
- All chafing racks and beverage urns using sterno shall be placed on non-combustible mats, ceramic or metal trays extending at least eight inches beyond the sterno container in each direction, to prevent accidental contact with any combustible materials.
- Sterno shall be placed under food or beverage tray before lighting. Sterno shall only be lit by means of a butane lighter or long handled match. Chafing racks or beverage urns shall not be moved while sterno are lit.
- Only table decorations that are flame resistant shall be used. Paper or plastic table coverings are not permitted. Combustible material such as plates, napkins, plastic utensils, cups and similar products shall be separated by a minimum of three feet from sterno.
- Sterno must be immediately extinguished when the food tray is empty or no longer used. When the event is over, all sterno must be extinguished, immediately capped and removed from facility.
- If serving flaming foods or beverages it shall be done in a safe manner and shall not create high flames. The pouring, ladling, or spooning of liquids is restricted to a maximum height of 8 inches above the receiving receptacle. Flaming foods and beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning. The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.