

Appendix A

Event Safety Checklist

Checklist completed by _____ **Phone number** _____

Date checklist was completed _____

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.

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:

- Unobstructed – no storage
- Illuminated while the building is occupied
- 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.

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.

Seating

There are a variety of acceptable seating configurations. The following applies to non-fixed seating:

- Minimum aisle width is 44 inches
- There must be no more than 7 seats between aisles

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.

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.

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.

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.

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.

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.

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:

- The event is located outdoors
- Additional temporary extinguishers are needed
- 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 conditions are likely to be present during the event

- Corrosive liquids (acids or bases) with a pH below 2.5 or above 11.0 in quantities great than one gallon.
- Flammable liquids
- Compressed gas
- 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.

Accidents, Injuries and Near Misses

For medical emergencies

 Emergency medical personnel

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.

 AED Locations known

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

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

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/>

Severe weather for outdoor events

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

Crowd Management

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.

Insurance

Contact Risk Management

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

- Outside group will be hosting an event on UT property