



EVENT PLANNING: On-Campus Safety Guidelines

The following is a summary intended to address some, but not all, of the Fire- and Life-Safety issues and concerns during on-campus events. All on-campus events need to comply with all applicable Building and Fire-Safety Codes, as well as any applicable local, state or federal fire-safety requirements.

Overview

General

The event sponsor is responsible for both fire- and life-safety issues related to the event. In order to ensure event safety the event sponsor needs to designate an Event Safety Representative to be responsible for communication with the Boulder Fire Department (BFD), the Campus Fire Marshal, University of Colorado Fire- and Life-Safety Group (FLS), University of Colorado Environmental Health and Safety (EH&S), University of Colorado Police Department (CUPD), and Boulder Police Department (BPD) as necessary. All campus events are subject to inspection by campus, local, state and federal regulators.

Operational Permits

All on-campus events need to be approved by the SAFE committee by securing signatures from all event stakeholders as listed on the event application. Additional operational permits may be required from the Boulder Fire Department (BFD), the Fire-and Life-Safety Group (FLS), or both. If additional permits are required, this will be indicated in correspondence with the Campus Fire Marshal.

General Policies

The following policies are applicable to most campus events:

Crowd Management

- Event sponsors are responsible for crowd management and control. Access to the event needs to be controlled to prevent overcrowding.
- Event staffs need to ensure that aisles and walkways remain clear at all time.
- Event staffs are required to assist in evacuation during emergencies. This requires that all event staff be knowledgeable of all exits and exit access pathways.

Electrical Safety

- All extension cords need to be UL listed, preferably 3-prong plug.
- Cords should be run so as not to present a tripping hazard. If necessary, the extension cords are to be secured to the ground to prevent tripping.
- If the event requires extra electrical power, either inside or outside, please contact the Campus Electricians, or the Campus Service Center at (303) 492-5522.

Decorations

- Decorations should not be hung from fire suppression system piping at any time.
- Decorations should not obstruct exits, exit access, or exit signage. They should also not obstruct fire alarm pull stations or fire extinguishers, and remain clear of heat producing appliances.
- Dried vegetation as well as wreaths, trees and other live vegetation are prohibited.

Additional Policies

If the event plans include any of the following, these items should be specifically identified on the event application and resubmitted for review.

Open Flame

FLS strongly discourages the use of candles in campus buildings. Any use of open flames in events must be specifically identified to the Campus Fire Marshal. This includes but is not limited to: candles, grills, food warming, etc.. The link below illustrates the code requirements, hazards and fire/fatality statistics associated with use of candles. FLS normally allows the use of candles in theatrical performances and some ceremonies subject to full compliance with the requirements of applicable codes and the continuous presence of firewatchers. However, based on the linked documents below and the potential fire risk for the building occupants and the building, FLS requests that candles not be used inside campus buildings. FLS requests that other means, e.g., an air freshener, be used to accomplish the desired effect. Please review the following links and contact FLS so that we may discuss any potential alternatives.

Full requirements at <http://www.colorado.edu/firelifesafety/event> under “Open Flame Requirements”

Pyrotechnic Special Effects

All special effects and pyrotechnic activities must be reviewed and approved (in writing) by both the Campus Fire Marshal and the Boulder Fire Department (BFD) before they may be used in an event on campus. For Fireworks please see the FLS webpage for applicable code sections and requirements. Also please see the requirements for open flames, as applicable.

Full requirements at <http://www.colorado.edu/firelifesafety/event> under “Pyrotechnic Special Effects”

Cooking, Food Warming, Grills

In order to proceed with any cooking operations on campus, application and approval by campus authorities is required. FLS’s comments and requirements are limited to fire- and life-safety issues. The applicant is required to obtain all other necessary approvals for preparation and/or sale of food prior to proceeding. Contact points include but are not limited to: Campus Police (CUPD), Department of Environmental Health and Safety (EH&S), Facilities Management Director of Plant Services, and the Building Proctor. Applicants are responsible for full compliance with the requirements listed on the FLS website.

Full requirements at <http://www.colorado.edu/firelifesafety/event> under “Cooking Operations”, “Barbeque Grill Requirements” and “Temporary Cooking Appliances”

Temporary Structures

All temporary structures (tents larger than 10ft by 10ft) must be reviewed and approved (in writing) by the Campus Fire Marshal before they may be used in an event on campus. For temporary structures please see the FLS webpage for all applicable code sections and full requirements.

Full requirements at <http://www.colorado.edu/firelifesafety/event> under “Temporary Structures”