

Special Events

Special Events are those activities defined by the Special Events Committee that may require some risk reduction measures to enhance the safety of the participants. Please see Special Events Safety Guidelines for safety requirements involving exhibitions/demonstrations, including but not limited to, such events as Engineering Open House.

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Special Events are those activities defined by the Special Events Committee that may require some risk reduction measures to enhance the safety of the participants.

Those activities may include but may not be limited to the following categories:

- Events with estimated attendance of 200 or more people.
- Events with VIP's / controversial programs
- Events with food, or alcoholic beverages, or cash transactions.
- Events that involve dangerous activities or conditions.
- Events that require fireworks or pyrotechnic evaluations.
- Events that require combustible / flammable liquids evaluations.
- Events that use heat producing devices or open flames.
- Events with tents.

Plans for Special Events shall be reviewed by Occupational Safety and Health (OSH) department of Safety & Compliance to determine the need for risk reduction measures in the area of Fire Safety and in other areas of concern to ensure a reasonable level of safety for the event staff and the public.

Plan approval shall be based on compliance with the National Fire Protection Association (NFPA) 2000 Standard #101, other appropriate NFPA codes and mandates of the State Fire Marshal's Office.

OSH personnel shall conduct on site surveys when specifically indicated to identify existing or potential conditions that may contribute to fire, loss of life or property.

Indoor Event Safety Guidelines

The following checklist is provided to assist you in planning for the safety of your Indoor Special Event:

1. Exits

- All designated exits are visible
- Designated exits are accessible and lead to the exterior of the building.

2. Decorations

- Interior hangings and decorations are Non-Combustible.
- Interior hangings and decorations are Flame Resistant.
- Proper distance is maintained between heat producing appliances and combustible materials.

3. Electrical

- Electrical power cords are properly secured/grounded.
- Electrical cords and connectors are in good condition.

4. Flame Producing/Pyrotechnic Use

- Flame producing fuels will be used.
- Pyrotechnic materials will be used.
- Fire extinguishers are present.
- Fire Department standby necessary.
- Proper/current license in possession of the operator

OSH personnel shall conduct on site inspections when specifically indicated to identify existing or potential conditions that may contribute to fire, loss of life, or property.

Plan approval shall be based on compliance with the NFPA 2000 Life Safety Code Standard #101, other appropriate NFPA codes, and mandates of the State Fire Marshal's office.

Contact OSH for further information or to arrange an on site inspection call Alan Otto at (217) 333-9711 or e-mail to ao2359@uiuc.edu.

Outdoor Event Safety Guidelines

The following checklist is provided to assist you in planning for the safety of your Outdoor Special Event.

1. Exits

- All designated exits are clear.
- All exits are visible

2. Access

- Fire lanes are clear.

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- Fire hydrants are not blocked.

3. **Electrical**

- Cords and connections are in good condition.
- Cords and connections are properly grounded.
- Cords and connectors are properly secured.
- Fuse/Breaker protection is present.

4. **Flame Producing/Pyrotechnics**

- Fire department is briefed on the proposed activity.
- Fire department is on standby if necessary.
- Fire extinguisher is present.
- Proper/Current license is in the possession of the operator.

5. **Tents**

- Cooking devices are prohibited within the tent structure.
- Straw, hay or similar combustible material is prohibited inside of the tent.
- Tanks (i.e., propane, helium) must be secured in an upright position.
- Fire extinguishers must be present whenever heat producing appliances are being used.

Plans for Special Events shall be reviewed by Occupational Safety and Health to determine the need for risk reduction measures and to insure a reasonable level of safety for the event staff and the public.

Contact OSH for further information, Alan Otto at (217) 333-9711 or e-mail to ao2359@uiuc.edu.

Scenery/Set Decoration Guidelines

OSH will provide the service of Scenery/Set Decoration inspections to ensure the safety of staff and students participating in the productions and the safety of the general public.

Fire Safety inspections will occur prior to the opening of all productions. When the reference standards have been met, a Certificate of Inspection will be issued to the authorized agent or producer of the show.

Two areas of concern are:

- The application of fire retardant to scenery/set decoration,
- The proper use of electrical appliances/connections used in set preparation.

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Set decorations are defined as:

"Any stage material, paraphernalia, scenery, decoration, drapes, curtains, or other material used for scenery and/or set decoration."

The producer of a theatrical production, musical, or other stage performance originating on this campus or of a touring show shall have documented certification of flame resistant material used on scenery or set decorations or gain approval concerning the fire resistiveness of the scenery and/or set decoration from the inspector.

Where documented certification of flame resistance is not provided, the inspector shall subject the materials that are required to be flame resistant to a field test. The test shall determine whether or not the materials or substances are capable of flaming and/or generating dense smoke.

Replacement of defective material:

1. The inspector should notify OSH immediately when materials or substances fail to conform to the field test requirements.
2. Materials which fail the field test shall: be retreated or be replaced with an approved material/substance.

For further information and inspections contact Alan Otto at (217) 333-9711 or e-mail to ao2359@uiuc.edu.

Tent Safety Guidelines

Tent inspections are coordinated through OSH with assistance from the Cities of Champaign and Urbana. This service is provided to ensure that contractors adhere to proper safety regulations during the installation of tents on campus property.

Permits and Licenses: Contractors shall obtain all necessary permits concerning fire safety. A copy of the "Certificate of Flame Resistance" for the tent/tents and all other necessary documentation shall be on file at the business office of the Department sponsoring the Event and at the University Division of Purchasing prior to the tent installation.

The "Certificate of Flame Resistance" for tents shall contain the following information:

- Name and address of the owner of the tent.
- Date the fabric was last treated with flame resistant solution.
- Trade name or kind of chemical used in the flame resistant treatment.
- Name of the firm/person treating the material.

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- Name of the testing agency and the test standard by which the fabric was tested.

Installation

- Poles and their supporting anchor ropes, stakes, etc. shall be of sufficient strength and attached so as to resist a minimum wind pressure of twenty (20) pounds per square foot of projected area of the tent.
- Tents shall be adequately supported and braced to withstand a minimum pressure or suction of ten (10) pounds per square foot.
- All anchor wires/ropes shall not cross any means of ingress or egress at a height of less than seven (7) feet.
- Tent stakes adjacent to any means of ingress or egress from any tent open to the public shall be capped or covered in such a manner as not to present a hazard to the public.

All tent installations shall be in accordance with guidelines set forth by the NFPA 2000 Life Safety Code Standard, and the most recent version of NFPA #102 "Standard for Grandstands, Folding and Telescopic Seating, Tents and Membrane Structures," and other appropriate NFPA codes.

For further information and for tent inspections call Alan Otto at (217) 333-9711 or e-mail to ao2359@uiuc.edu.

Tailgating Safety Guidelines

Tent and Safety inspections are a service coordinated through OSH with assistance from the Cities of Champaign and Urbana to ensure the health and safety of those utilizing tents on campus property.

The following list should be used to assist you in providing a safe tailgate.

- Absolutely no cooking devices within the tent structure.
- No hay, shavings, straw or similar materials are permitted within a tent.
- Fire extinguishers must be present and should be provided by the user when charcoal grills or propane grills are in use.
(Minimum 5 lb. ABC or 5 lb. CO2 Extinguisher)
- Tanks (CO2, helium, propane, etc.) shall be secured in an upright position and protected from vehicular traffic.
- Electric equipment must be connected to electrical outlets by electrical cables/cords suitable for outdoor use.
- Entryways, doors, aisles, or other means of ingress/egress shall not be obstructed in any manner while the facilities are open to the public.



For further information call Alan Otto at (217) 333-9711 or e-mail to ao2359@uiuc.edu.

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