



## CAMPUS SAFETY SPECIAL EVENT GUIDELINE

The following is a standard guide for event organizers to ensure occupant safety and compliance with the Alberta Fire Code. Please read this guide carefully, as these items may be reviewed for compliance during routine walkthroughs conducted by the Lethbridge Fire Department and Campus Safety prior to the commencement of the event. Should you have any questions or concerns in meeting compliance requirements, contact [safety.services@uleth.ca](mailto:safety.services@uleth.ca)

### EVENT PLANNING

Events are important to the culture of the University's academic, research, social and community programs. When hosting sanctioned events, there are safety and risk management requirements that must be addressed.

An event planning form should be completed and submitted to Campus Safety, Insurance & Risk Services, at least two weeks prior to the date of the event. Larger events with greater logistics may require more review time. Campus Safety reviews events from the perspective of insurance, risk management, emergency planning, security, parking and safety. Form links can be found in the menu option under [event management](#).

General event management queries can be sent to [insurance.risk@uleth.ca](mailto:insurance.risk@uleth.ca) or call 403-329-2603 to discuss.

Procedures must be followed when hiring contractors, suppliers, consultants or service providers to conduct work on University Property. Information and required forms can be found under [Contractor Management](#) or contact [safety.services@uleth.ca](mailto:safety.services@uleth.ca) for assistance.

### EMERGENCY PLANNING

Organizers planning special events held within or outside buildings which deviate from regular operations of the space or building shall prepare an emergency response plan (ERP) specific to the event itself. The ERP is to include the following information:

1. Emergency contact numbers for organizers of the event.
2. What to do in case of an emergency (fire or medical) complete with contingency plans.
3. Detailed floor plans and layout of the special event.

The Event Organizer is responsible to ensure that all Event Workers are trained on the Event Emergency Response Plan, and that they have site specific knowledge of egress routes, assembly/muster points and emergency procedures. **A competent worker is one who is adequately qualified, suitably trained, and has sufficient experience to carry out the work safely.**

For assistance contact [oem@uleth.ca](mailto:oem@uleth.ca)

### EXITS & FIRE ALARM DEVICES

Exits and exit doors must be clearly visible at all times and free of storage accumulation.

**\*Rule of Thumb:** *If a set of doors is 10 feet wide, the area ten feet across and 10 feet away from the doors must be kept unobstructed. An unobstructed aisle (the width of each set of exit doors...in this case 10 feet) must be left clear to allow the flow of traffic directly to the exit doors.*

All locking, latching or other fastening devices on exit doors must permit the door to be readily opened from the inside requiring no keys, special devices, or specialized knowledge of the door opening mechanism.

Blockage of exit signs or doors by materials, displays or banners is strictly prohibited.

All fire alarm devices (smoke and heat), signaling devices (horns, strobes, bells), as well as initiative devices (fire alarm pull stations), fire extinguishers, utility panels, and standpipes **must remain visible, unobstructed and accessible at all times.**

### TENTS AND SUPPORTED STRUCTURES

No covered structures, such as tents, roofs, or overhead coverings, are allowed on any display in a building equipped with fire sprinklers without prior review and approval from Campus Safety Services.

Where a tent or air-supported structure is designed to accommodate more than 1000 persons, a fire alarm system and voice communication system must be provided.

A person shall be employed for no other duties than for fire watch when a tent or air-supported structure is occupied by more than 1000 persons.

### SET-UP & DECORATIVE MATERIALS

Combustible materials shall not exceed 20% of a wall or ceiling.

Items must not be hung on or around smoke detectors, sprinklers, sprinkler pipes or any other fire detection or protection life safety device.

Additionally, fire doors must not be propped open and access to the following must not be physically or visually obstructed in any way:

Security cameras, Wi-Fi access points, electronic notice boards (TV's), firehose cabinets and extinguishers, defibrillators and first aid stations, utilities/caretaking access hatches and doors, pathways, stairwells, corridors and handrails(as defined by building code, fire code and occupancy load requirements) and way-finding, directional and exit signage

## **FIRE DEPARTMENT ACCESS**

Fire department access to buildings and laneways must be maintained for fire department vehicles **at all times**.

Loading/unloading of event materials must not obstruct fire lanes, building access, egress routes or sidewalks and all applicable legislation and University parking procedures must be adhered to.

## **POTENTIAL TO SET-OFF FIRE ALARMS**

Every Event must be assessed for any potential impact on the Fire Alarm system. False fire alarms must be avoided by following proper procedures.

Any fines issued by the City of Lethbridge resulting from a false fire alarm *will be passed on to the Event itself*.

## **SHOW AND STAGE DEVICES**

Without prior review and approval from Campus Safety, [Safety Services](#), the University will not disable or bypass any life safety and fire equipment to permit the use of stage and show devices. If the device is shown to not affect these systems, it may be permitted to be used.

Open flames and Pyrotechnic displays require permits from the City of Lethbridge Fire Department and approval through Campus Safety Services.

The use of haze, smoke and fog machines are strongly discouraged. Any requests for these machines must be submitted in writing to Campus Safety Services at least 10 business days PRIOR to the event along with supporting documentation on the machine being used, the location, type and volume of effect. If granted, permission will be given in writing and the Event Organizer must keep a copy of this permission on hand during the Event.

## **OCCUPANCY AND OCCUPANT LOADS**

The maximum number of occupants allowed in any space is determined by the Alberta Building Code and is posted in the space.

Events must not exceed the maximum allowable occupancy for the space at any given time. Doing so may result in closure of the Event

## **SLIP/TRIP HAZARD PREVENTION**

Extension cords shall be covered with cord covers or securely taped to the ground to reduce tripping hazards.

Power bars or extension cords shall be used in accordance with manufacturer's recommendations.

Displays must be set up in such a way as to minimize tripping hazards.

## **ELECTRICAL HAZARD PREVENTION**

Portable lighting must be tip resistant.

Every electric light set used must bear the Underwriters Laboratory [UL] label and be identified for indoor use.

Protect the electrical wires from damage. Do not use nails or tacks to hang wires.

Do not suspend electrical wires from the ceiling, run wires through doorways, or ceiling tiles.

Properly secure and protect any wires that cross aisles or corridors.

Do not hang lights on or around room lights, beds, smoke detectors or any other fire or life safety device.

## **HAZARD ASSESSMENT**

As part of any good planning process, hazards must be identified and risks assessed and controlled to minimize the potential for injury or harm. All events require assessment, control and monitoring of risks.

The [Hazard Management Standard](#) defines the requirements and responsibilities for effective control of hazards at the University of Lethbridge.

The [Hazard Assessment, Elimination and Control Procedure](#) is a tool for identifying, assessing and controlling workplace hazards.

Use the [Hazard Assessment Report Form](#) to document hazards and controls (download and save this form to complete).

A **field-level hazard assessment** (site-specific) is performed before work starts at a site where conditions change or when non-routine work is added.

Use the [Field Level Hazard Assessment \(FLHA\) Form](#) to document hazards and controls in these cases. A FLHA is supplemental and **does not** eliminate the requirement for a formal Hazard Assessment. Contact Campus Safety, [Safety Services](#) for assistance when required.