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## **University of Alabama at Birmingham Special Events Program Manual**

Special Events at the University of Alabama at Birmingham (UAB) is governed by federal, state, and local, standards including University Policies and University Standard Operating Guidelines. Ultimate jurisdiction for event safety lies with the Authority Having Jurisdiction (AHJ) the City of Birmingham Fire Marshal's office. The office of EH&S campus safety is responsible for program oversight. However, everyone, whether faculty, staff, student, or visitor on our campus shares a role in safety during events.

UAB is committed to providing a safe environment for all faculty, staff, and visitors during on campus events.

### **Program Requirements**

The basis for the Special Event Program at UAB is provided for by UAB University policies, programs, and procedures.

### **Applicable Codes & Standards**

The City of Birmingham Fire Marshal's Office and the University of Alabama at Birmingham have adopted the *National Fire Protection Association Life Safety Code*®, the *International Fire Code* and all referenced codes and standards as the primary guide for event safety. It is important to note that this code is not all inclusive and that other codes and standards may also apply. Some of these include, but are not limited to:

- International Fire Code
- National Fire Protection Standards
- Americans with Disabilities Act
- University policies, programs, and procedures.

### **Special Events Program**

The Special Events Program at UAB involves numerous guidelines and procedures to help ensure that our campus is a safe place during on campus events. The program areas include but not limited to open burning, pyrotechnics, temporary structures/tents, inflatable's, special effects, generators, and food vendors. The following information is provided as a general guideline for activities associated with special event safety. Additional information may be obtained by contacting Environmental Health and Safety at 205-934-2487 or <https://www.uab.edu/ehs/> Links are provided throughout this document.

## Open Burning

To be able to conduct such a burn on UAB campus property, several criteria must be met prior to UAB Campus Safety issuing an authorization to burn. These general guidelines include:

- Obtain a Burning Permit from City of Birmingham.

Items needed to obtain permit:

- Insurance Verification
- Permission to burn on property from owner
- 75.00 permit fee / 200.00 inspector fee
- Contact made two weeks in advance for evaluation of location
- Check made out to City of Birmingham and dropped off at 207 City Hall
- A responsible person must be present during the entire burn and be equipped with adequate firefighting agents and be able to quickly communicate with emergency response personnel.
- For additional information or to request an authorization to burn please refer to the EHS website at <https://www.uab.edu/ehs/>

## Pyrotechnics/Open Flames

The use of pyrotechnics or open flames on the UAB Campus is regulated and requires a permit issued by the city of Birmingham Fire Marshal's office prior to any performance or use. The use of consumer fireworks on campus is prohibited.

Adequate fire prevention measures and facilities, equipment, and personnel for fighting fire and administering first aid must be present at the site during the pyrotechnic event.

Emergency Response Plans are required for all events involving pyrotechnics; you must:

- Be knowledgeable of the evacuation procedures (which must take the audience into account).
- Ensure that staff understand and are aware of the plan's pertinent points (e.g., the location and availability of exits).
- Ensure that the emergency plan addresses (what to do if things go wrong).

## Fire Extinguishers

When you are preparing, loading, or firing pyrotechnic special effects, ensure that:

- There is an adequate amount of fire extinguishers, as well as proper type and in approved locations according to issued permits and the Birmingham Fire Marshal's office requirements.
- The fire extinguishers are accessible and maintained in accordance with NFPA 10, Standard for Portable Fire Extinguishers.
- All pyrotechnicians are trained to use the fire extinguishers.
- Fire extinguishers remain on site until all pyrotechnics have been fired, stored, or disposed of in a safe manner.

Pyrotechnic articles and compositions cannot be extinguished by ABC- multi-purpose fire extinguishers or small quantities of water: – Pyrotechnic compositions contain their own source of oxygen and do not need "air" to burn. – Extinguishers are used to control and extinguish the surrounding fire or the possibility of a fire starting. – In some circumstances, water can cool the article or device and retard the pyrotechnic effect.

## Pre-performance check

Before setting up for any production, check for items that might be apt to catch fire. Pay particular attention to:

- Carpets, blinds, screens, insulating materials and sets
- Stage equipment and rigging

- burlap
- Other flammables or material that may have been overlooked: –search areas in which (gases or vapors traps might exist)

## Tents/Temporary Structures

Erection of tents or temporary structures on the UAB campus shall be in accordance with the University policies, and with the requirements as outlined in the *National Fire Protection Life Safety Code*, the *International Building Code*, *International Fire Code* and UAB policies and/or procedures. For more information, contact EHS or visit the EHS website at <https://www.uab.edu/ehs/>

- Faculty, students, staff, and contractors wishing to erect temporary structures, including tents, must first obtain approval from EH&S.
- City requirements should be followed regarding temporary structures, the proper permits should be filed and the AHJ approval granted for those temporary structures where required.
- The applicant must include a site plan that indicates the location of the structure, distance from buildings (if located within 25 feet of any structure), occupant loads and means of egress.
- If tents are staked, a minimum of 10' between stake wires must be maintained.
- All tents must be secured according to the manufacturer's recommendations.
- All tents must be constructed of flame-retardant material.
- If the structure has enclosed sides, exit signs will be required above all designated exits. Egress requirements must comply with the *International Building Code*, *National Fire Protection Code*, *International Fire Code* and UAB policies and/or procedures.
- Temporary structures greater than 1,000 square feet or any structure regardless of size that has open flame devices, must possess 2-A:10-B:C type extinguisher(s). The extinguisher must have a current inspection tag. Enough extinguishers shall be available such that the travel distance to the extinguisher does not exceed 75'.
- Temporary structures shall not be erected such that they block any egress or mechanical room doors from any building, fire lanes, fire hydrants, fire department connections and/or any other appurtenance determined to be critical to the operation of the building during normal or emergency conditions.
- Generators and other internal combustion power sources shall be separated from the temporary structure by a minimum of 5'. Fuel tanks shall be of sufficient capacity for the duration of the event. Refueling shall only be conducted when not in use. All generators must have 2-A: 10-B: C type extinguishers. The extinguisher must have a current inspection tag.
- Erection of the temporary structure shall not begin earlier than 48 hours prior to the event without written permission. At the conclusion of the event, the temporary structure shall be removed promptly. Under no circumstances shall the temporary structure remain in place longer than 24 hours after the conclusion of the event. Clean-up of the site and restoration to original state of all grounds is the responsibility of the sponsoring organization and contractor.

## **Inflatable's**

Procedures and guidelines for safe set-up and operation of inflatables may vary from type to type or from manufacturer to manufacturer, please closely follow manufacturers' instructions and guidelines for operation and set-up. UAB EHS recommends the following additional guidelines should be adhered to:

- Follow manufacturers recommendation for number of participants allowed on inflatable set-ups.
- Maximum recommended weight per passenger is 200 lbs., or per manufacturer's recommendation.
- DO NOT exceed manufacturer's requirements for maximum loads for individual rides.
- Follow the owner/operator's manual for site layout, inflation procedures, ropes, tethers, tie-downs, anchors, use temperature range, maximum number of riders, size of riders, electrical code, daily operation, daily inspection, washing, repair, deflation, drying, storage, and transportation.
- ALWAYS anchor rides per manufacturer's requirements and instructions.
- The on-ground anchor weight used for various inflatable rides range from 75-pounds (for bounce-type rides) to 500-pounds (for slide-type rides) for each recommended anchor position. This weight range strongly indicates that an inflatable ride's operator should follow the ride manufacturer's recommendations for proper anchoring and placement or certain type stakes.
- Place and use anchors at all the manufacturer's required positions, always, for both indoor and outdoor use. These anchors can be straight stakes, screw stakes, ground weights or sandbag ground anchors. Straight stakes to be used range from 30 inches to 42 inches in length with at least 75% or more of the length in the ground (this length will be dependent on surface where set up). The end of the stakes should be covered to prevent a tripping hazard.
- Anchor ropers, tethers, or tie-downs should be attached to a secure device or permanent structure and attached so that they cannot slip off the top of their stakes during use. DO NOT attach anchors to motor vehicles.
- Identify and use the number and location of tie-downs specified by the manufacturer. DO NOT use non-load bearing positioning loops as tie-downs or anchor points.
- DO NOT use the inflatable ride above wind speeds that exceed the manufacturer's recommendation. Various manufacturers recommend maximum windspeeds from 15 to 25 mph depending on the ride. However, unload and deflate any inflatable ride when the wind speed exceeds 25mph.
- Manufacturers and operators should consider that the inflatable ride should not collapse on to the riders if the power to the blower(s) inflating the ride should unexpectedly fail. Inflatable



rides need a sealed chamber to prevent the rapid collapse of ceilings and walls onto the riders if the electric power to the blower(s) fails. Inflatable slides over 15 feet tall should not deflate and collapse, so that they dump rides to the ground.

UAB also recommends the following:

- **Site selection:** The area selected for the site should be flat, open, and clear of debris. There should not be overhead or underground. If the inflatable has open sides, ensure there is ample room around the inflatable should a participant fallout.
- **Trip Hazards:** To minimize trip hazards associated with inflatable equipment, cords should be covered by a yellow jacket (or similar) and stakes covered by tennis balls (or otherwise marked and covered).
- **Inclement Weather:** Have a plan in place to monitor the weather and to react should inclement weather occur. In case of a thunderstorm or if winds should exceed 20-25 mph the blowers should be disconnected and the inflatable's allowed to deflate. Check with the vendor supplying the inflatable or the manufacturer for the specific maximum allowable wind for the inflatable being used (this information is also often on a warning label on the inflatable).

## Special Effects

A Special Effects permit shall be obtained from the City of Birmingham prior to the use of any special effects in UAB Venues and shall govern UAB Staff/Faculty/Students in their use.

The use of any of the following shall be considered special effects and use should be limited to these devices:

- Smoke and haze machines
- Fog machines
- Fog induction systems
- Dry Ice
- Lasers
- Strobe lights
- Gun powder (Use may require additional permitting from City and/or State Fire Marshal's Office) Stage weapons and firearms
- Any large combustible set design requiring the use of fire-retardant applications

the following procedure will be utilized when obtaining a Special Effects Permit

- Notice of no less than 2 weeks (14 calendar days) in advance of the use of special effects.
- A pretesting of the equipment installed and, in the location, as it will be utilized in the production to determine its effect on fire detection equipment. This test will be conducted for safety staff by the applicant.

The product used for the haze, fog or other effect involving a chemical must have a Safety Data Sheet submitted with the request for permit (comply with OSHA Hazard Communication Standard). The product may also require a specification sheet and/or cut sheet for system generation and safe application.

- The use of Special Effects requires signage and postings for the safety and possible health hazards

to certain effected individuals, signage will be approved by UAB Campus Safety. It will be the Venue Managers and the Production Managers responsibility to post any/all signs.

- In the event of an activation, steps may be taken to include design or location changes of the device or disabling single devices for use during a production performance. The fire alarm system will not be completely disabled for any performance. The fire system also cannot be altered or redesigned with fans or devices, causing them to not report as designed. You must notify UAB Campus Safety if any modifications must be madeto fire annunciation or suppression systems.
- A fire watch will be put in place by theater department/venue staff to meet criteria established by the International Fire Code and Standards. Written logs of fire watches will be kept per City of Birmingham Fire Marshal's office.
- The amount of fog or haze may not obscure fire exits or exist signage. This places the University in violation of the International Fire Code and Standards.
- The Department requesting the permit will be responsible for all expenses incurred for additional manpower or equipment if request is approved and above is required, suchas a required fire watch.

## **Outdoor Festivals/Special Events**

### Role of Event Sponsor:

The Event Sponsor will assume overall responsibility for the set-up and tear-down operation of the festival or special event and will assure compliance with all fire and life safety guidelines and requirements.

### The Event Sponsor will:

- Secure the proper permits from the City of Birmingham
- Secure any additional permits or approvals from such agencies as Jefferson County Health Department or the State of Alabama.
- Provide a site plan to the UAB Safety Team showing:
  - The name of all streets and areas that will be used for the festival or event
  - The locations of emergency apparatus access lanes (minimum of 24 feet unobstructed width)
  - The locations of stages, non-food booths vendors, food vendors and display areas
  - The locations of emergency exit routes
  - A copy of the fire safety requirements for hot food vendors, additionally making sure to distribute a copy to each hot food vendor

### Event Vendors:

Event vendors are responsible for the safe operation of their booths, displays or attractions. Vendors will coordinate the event setup and take down with the Event Sponsor to ensure compliance with all fire and life safety guidelines and requirements.

### The Event Vendors will:

- Keep clear and unobstructed all fire lanes and emergency vehicle accesses, fire department connections, and building accesses.
- Read, understand, and adhere to the Fire Safety Requirements for Hot Food Vendors.
- Correct any identified violations of fire safety requirements, prior to opening for business.
- Maintain compliance with all Fire and Life Safety Guidelines and Requirements throughout the duration of the festival or event.

### First Aid and Emergency Medical Services:

While not required, it is recommended that large events provide some form of first aid provisions. A large event is defined as having a daily attendance more than 5,000 people. Notification and coordination with the Birmingham Fire/EMS Division is required when first-aid or emergency medical service coverage is provided by a private entity.

### Access for Emergency Response Apparatus:

During events, it is especially important to maintain access for fire and emergency apparatus. This would include access for both fire engines/trucks and medical transport units. To ensure a safe event, all required emergency accesses will be maintained open and unobstructed.

The following access requirements will be always maintained:

- A clear, unobstructed path will be provided through the event for emergency access when the event is set-up on public or private streets
- The minimum unobstructed width for fire apparatus access is 24feet.
- The minimum unobstructed height for fire apparatus access is 13 feet6inches.
- Access widths less than the required minimum 24 feet require specific approval from the City of Birmingham Fire Marshal's Office, on a case-to-case basis.
- Fire lanes that exceed 150 feet in length and are a dead-end will have an approved means for turning around a fire apparatus.
- All existing fire lanes will be maintained and unobstructed.

### Access to Buildings:

As required by the fire department, access to building openings and walkways will be provided. The minimum width of access and walkways will be determined by the Birmingham Fire Department.

Access to the following building features will not be obstructed:

- All exterior doors and openings
- Fire control rooms
- Parking structures
- Fire department connections

### Hot Food Vendor Booths:

Regulation of food vendors and booths primarily falls under the jurisdiction of the Jefferson County Health Department. However, fire safety of such booths falls under the jurisdiction of the EH&S.

The following fire safety requirements apply to individual free standing vendor booths:

- All food vendors are subject to inspection prior to a festival or event.
- Failure to comply with the following requirements may result in the closure of the individual food booth until reasonable compliance is achieved:
- Location of Cooking Equipment—cooking activities that involve the use of grease producing equipment or equipment with open flames will not be located under tents or canopies.
- Portable Fire Extinguisher—a portable fire extinguisher will be provided for each food booth. Fire extinguisher halls have a minimum UL rating of 2A10BC, which generally is accomplished by a 5-pound multi-purpose fire extinguisher. If cooking involves the use of a deep fat fryer, a Type K wet chemical fire extinguisher will also be provided. Fire extinguishers will have a current service tag provided by a fire extinguisher service company or proof of purchase within the previous 12-months. Fire extinguishers will be placed in an accessible and visible location near the cooking area.
- Location—Food booths that use open flame ranges, grills, griddles, or fryers will have a clearance of 20 feet on two sides and will not be located within 10 feet of structures.
- Gas Stoves—all gas stoves, barbeques and burners will be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).
- Deep Fat Fryers—Fryers will not be used inside food vendor tents. Use of deep fat fryers will be outside of tents, at least 18 inches from the outside wall or footprint of the tent or canopy, on a solid surface to prevent falling or tipping, and purposefully located to limit contact by the public. If a fryer is used in conjunction with a barbeque, the two appliances will be located at least 3 feet away from each other. Deep fat fryers also require the addition of a Type K wet chemical fire extinguisher. Deep fat fryers will be provided with a metal lid to cover the hot oil, in the event of rain.
- Barbeques—Barbecues will not be used inside food vendor tents. Use of barbeques will be outside of tents, at least 18-inches from the outside wall or footprint of the tent or canopy, on a solid surface to prevent falling or tipping, and will be purposefully located to limit contact by the public. If a barbecue is used in conjunction with a fryer, the two appliances will be located at least 3 feet away from each other. Fuel for the barbeque will be kept at least 10 feet away from the barbeque. Barbeques will be located at least 10 feet from structures or combustible materials.
- Fuel Tanks—Fuel tanks, cylinders fuel tanks, and cylinders containing propane or LPG

will be located away from public access and ideally should be separated from the open flame or heating device. Tanks and cylinders will be secured in such a manner that prevents falling and impact from vehicles or equipment. Hoses and piping between the fuel tank and the appliance will be approved for such use and in good working condition.

## Food Trucks

All food trucks are required by UAB to have a safety inspection before coming on to UAB property. To obtain an inspection you must schedule an appointment with EH&S Campus safety. The following are general requirements:

- Campus safety must be notified two weeks in advance
- Safety inspection must be completed by Campus Safety
- Must have copy of Health Department permit
- Notice of Physical location/Permission from owner
- Set-up must be at-least 10 feet from the building/facility
- Cannot block sidewalks, ADA ramps and access, fire lanes, streets, or traffic operations
- Separation between food trucks must be at-least 10 feet apart
- Verification of insurance to include general liability/automobile coverage
- All fire extinguishers should have annual inspection in date
- All hood suppression systems should have current inspection in date
- If using propane cylinders, they must be certified. Meaning they should be marked with the month and year the cylinder was manufactured or recertified.
- LPG leak detector device must be installed in the interior of the vehicle.

## Generators

When generators are to be used on UAB campus properties the following guidelines and safety provisions should be followed:

- **Manufacturer:** Follow all manufacturer recommendations and specifications for the unit being utilized. Checks should be conducted in accordance with manufacturer specifications to include any cracks, dents, or corrosion to the body of the unit.
- **Electrical:** Ensure that the cords and wires on the generator are no frayed or exposed. Use only cords and components that are listed and approved for the intended use and load. Outdoor locations must be 3-pronged and grounded. All equipment must bear a listing mark from an approved UL testing laboratory.
- **Fuel:** Regularly check generator for any fuel leaks. Hot fueling is not permitted. Check that the generator is off and cool before attempting to refuel. Label the generator fuel clearly and store it in a cool location away from patrons and other combustible materials. Fuel storage is not permitted under tents or inside university facilities.
- **Ventilation:** Carbon monoxide--an odorless, tasteless, and colorless gas--starves the body of oxygen, causing nausea, headaches and even death. To avoid exposing anyone to carbon monoxide poisoning, position the generator and its exhaust system away from where patrons will assemble. Never operate a generator indoors, under tents or in enclosed spaces.
- **Placement:** Generators must be placed away from patrons. A barrier should be placed around the generator to prevent thermal burns from heated parts, while not obstructing egress. Cord management is extremely important to avoid trip hazards. Clear a wide pathway to the generator to prevent falls.
- **Moisture:** Water easily carries electrical currents. Check that the generator is positioned in a dry location. Do not operate the generator during wet weather of any kind.