

Brown University
Event Safety Program Checklist
(for use with 50 or more persons at an event)

(Please Print)

Event Date:		Event Time:	
Event Location: Building & Room			
Occupancy Capacity of the Reserved Space:	Actual Attendance at Event:		
Name of Event:		Sponsoring Organization:	
Event Manager Name:		Phone Number:	

PLANNING THE EVENT (insert check mark or circle N/A (not applicable) for each item below:

☐ Working with the Scheduling Office, & Student Activities for student groups, choose a space that has adequate occupant capacity for your event. Changes to the predetermined set up of chairs, tables, bars, stages, etc. must be approved by Fire Safety.

☐ or N/A: If you expect more than 300 attendees at the event, you must contact Fire Safety **at least 10 business days** prior to the start of the event to determine if you will need a Providence Fire Department detail firefighter. By Rhode Island State Law, the Providence Fire Marshal will make that determination. The cost of the detail is the responsibility of the event sponsor. A department account number must be supplied to Fire Safety before a detail will be scheduled. Contact Fire Safety for rates.

☐ or N/A: **All decorations, wall coverings or sound insulation must be flame resistant**, as specified in the fire code. Decorations purchased at retail stores (party stores, discount stores, etc.) are generally flammable and are not allowed. This includes, but is not limited to: crepe paper, butcher paper, cardboard, cloth, textiles and the like. **Cut or dried vegetation (hay bales, corn stalks, Christmas Trees) are prohibited** in assembly spaces. Contact Fire Safety with any questions concerning the flammability of materials in the space.

☐ or N/A: Candles and other open flames are generally prohibited in assembly spaces. Only the Chaplain's Office, Dining Services and their approved contractors may use candles for approved events.

☐ or N/A: Sterno gel type fuel may be used for food warming by trained Dining services staff. See guidelines in the complete Events Policy for training. (Section 5.4)

☐ or N/A: If more than 1,000 attendees are expected, a Crowd Management Plan must be filed with the Providence Fire Department and trained Crowd Managers must be present throughout the event. Any show or musical concert seating more than 2,000 attendees must use reserved seating only. Contact Fire Safety 6 weeks prior to the event.

90 MINUTES PRIOR TO THE START OF THE EVENT

- ☐ Check the panic hardware on all exit doors to assure smooth operation
- ☐ Open all exit doors to check the door swing, and remove any obstructions
- ☐ Check to make sure that any handicapped accessible entrances are unlocked and unobstructed
- ☐ Confirm that there are at least two clear exits
- ☐ All halls, egress passageways must be clear and unobstructed – no storage, even temporary.
- ☐ Fire doors must never be blocked open or chained shut
- ☐ Stairways must be clear – no storage, even temporary.
- ☐ Confirm that exit signs are present, visible and appear to be operating properly.
- ☐ Confirm that adjoining spaces present no obvious fire hazards.
- ☐ Fire extinguishers must be available for use. Check to be sure the pressure gauge is in the green zone.
- ☐ Know the location of fire alarm pull stations and assure that they are visible and easily accessible.

AT THE BEGINNING OF THE EVENT AND BETWEEN MUSICAL SETS

- ☐ The following announcement (or similar announcement) **must** be made at the start of the event, and between musical sets:

“In the event of a fire alarm, please proceed calmly to a nearby exit, leave the building and move away from the doorway.
Please note the location of nearby exits. The closest exit may not be where you entered.
Be aware that the way you entered may not be the most direct way out.
Sitting or standing in the aisles and doorways is not permitted.
Smoking is not allowed inside any University building.
Please turn off or silence all pagers and cell phones.”

DURING THE EVENT

- ☐ Assure that the occupancy capacity of the space has not been exceeded at any time.
- ☐ Continue to monitor all exits, halls and stairways to be sure they are maintained clear and unobstructed.
- ☐ Ask anyone blocking an aisle or a doorway to move.

AFTER THE EVENT

When each applicable task has been completed, place a check mark or circle in the space provided. Insert the actual attendance (on the first page) for the event, sign and date the form below. Within 48 hours, please return the completed form to the Fire Safety Office via interoffice campus mail.

x

Date:

Signature of Event Manager (from the sponsoring organization)

CONTACT THE FIRE SAFETY OFFICE WITH ANY QUESTIONS

Telephone: 863-3462 Fax: 863-3417 e-mail: fire_safety@brown.edu

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**Brown University
Fire Safety Office
Campus Box 1842**