



**SECURITY AND SAFETY GUIDANCE
FOR
EVENTS AT THE UNIVERSITY OF MAINE AT AUGUSTA**

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1. University of Maine at Augusta Approval

There are a number of existing policies and procedures designed to support the use of space and guide users to plan and conduct gatherings and events at the University of Maine at Augusta. Many of them include specific sections regarding how to plan and obtain approval for a specific event. This procedure is designed to address the security and safety needs for events at The University of Maine at Augusta (UMA).

This program has been reviewed and approved by:

_____ Date

_____ Date

2. Purpose & Background

- To ensure the security and safety of staff and guests attending events at the University of Maine at Augusta.
- To provide minimum requirements and guidance for individuals/groups planning and managing the risks associated with events on campus.
- To present an organizational structure that creates communication between all groups on and off campus involved in providing security and safety for events.
- To provide personnel with training, resource management, and information systems to support the planning and management of events.

3. Scope

The rules and guidelines in this procedure have been developed to comply with existing Security, NFPA, OSHA, FEMA and other safety/environmental requirements at the University of Maine at Augusta.

4. References

29 CFR 1910.38 – Emergency Egress
NFPA 1 – Uniformed Fire Code
NFPA 102 – Grandstands, Folding and Telescoping Seating, Tents, and Membrane Structures
NFPA 101 – Crowd Managers – 13.7.5
NFPA 101 – Means of Egress Inspection – 13.7.5
NFPA 101 – Pre Event Announcement – 13.7.6.3
MSRA, Title 8 – Chapter 9-A; Rules 20 and 26) – Pre Event Announcement
MSRA, Title 8 – 161, 651 and 652
Maine, Office of Fire Marshall - Annual Occupancy License
Event Manager Security/Safety Planning Form MF07052
Public Assembly Event Manager Self-Check Form
Fire Department Event Inspection Form
Federal Emergency Management: Events Contingency Planning May 2004

5. Definitions

Authority Having Jurisdiction: (NFPA 1) “The authority having jurisdiction shall have the authority to require standby personnel or approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, impairment to a fire protection feature or number of people present”. The “authority having jurisdiction” is the UMA Facilities Director or the Office of the State Fire Marshal.

Crowd Managers: Are individuals trained in crowd management techniques, such as event staff, ushers, etc. Trained Security may also be considered crowd managers in addition to their usual duties.

Event Coordinator: Is the individual responsible for planning, coordinating, organizing and managing the event. This individual is the key contact for emergency response and security staff at the event. The Event Coordinator represents the organization sponsoring or hosting the event at UMA. They might have no affiliation with UMA beyond contracting for use of the venue.

UMA Event Manager: This person may serve also as the Event Coordinator, but in the case of an outside group using UMA facilities this is the person who has the authority and responsibility to protect the University of Maine at Augusta’s interests. It is the UMA Event Manager’s responsibility to verify that the requirements of the approved **Events Management Security/Safety Planning Form** are in place prior to the start of the event.

Note: Once the approval process has been completed any changes prior to the event must be approved by the original review team, any changes are requested on during the event must be reviewed and approved by the UMA Event Manager

Public Assembly Occupancy: The National Fire Prevention Association (NFPA) Code defines public assembly occupancy as:

Assembly occupancies include but are not limited to, all buildings or portions of buildings, used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation. Each building must maintain its life safety systems, have an emergency action plan with at least two means of egress, and the required numbers of toilet and washing facilities depending upon the number of participants.

Risk Assessment: It is the UMA Event Manager's responsibility to perform a risk assessment for each event under their jurisdiction. The Security and Safety Requirements for University of Maine at Augusta Events procedure provides a structured process to identify items that may negatively impact people, places and things and assists with estimating how likely it is that a problem may develop.

6. Exceptions

(No Exemption for Outdoor Events)

In general the completion of the Event Manager Security/Safety Planning Form is not required for many of the following types of events:

Normal classroom activities

Minor Events 0 to 49 attendees – May require some planning by the parties involved. Reviewing this procedure will help determine what requirements must be implemented, but in most cases will not require the completion of a planning form.

NOTE: However any event involving alcohol must have the Director of Campus Operations approval.

Small Scale events 50 to 249 attendees – In order for these events to be exempt a risk assessment must be conducted in conjunction with the Department of Campus Operations. The primary risk factors to consider are high occupant density, type of event, unusual high risk activities, evacuation procedures, occupants that are not familiar with the building, and in some cases reduced lighting levels within the venue. **A high-risk small-scale event requires crowd managers and the completion of an Events Manager Security/Safety Planning Form.**

Large Scale Events - 250 and more attendees – Large events are events intended to, or that have the potential to, attract large crowds. These events must be coordinated through a number of university and off campus authorities. **These events require the completion of an Events Manager Security/Safety Planning Form.** Any event that has 250 or more participants must have a minimum of 2 crowd managers and additional crowd managers for every additional 250 participants

7. Event Manager Requirements

Planning any event is complex. **You must complete the Security/Safety planning form 30 days in advance of the event.** If you want those who attend an event to have positive memories of the event you need to plan ahead. Before scheduling an event you should consult the campus calendar, consider the scope of the event or gathering, the risks to spectators, participants, community impact, and emergency response support requirements.

Planning your event will require starting well in advance, working with a variety of university departments and outside organizations. This procedure is designed to help plan effectively and meet regulatory and university requirements.

It is the responsibility of the Event Manager and their planning team to identify and implement the required procedures to meet the requirements of the University of Maine at Augusta. It is the responsibility of the UMA Event Manager to ensure that all required items on the **Events Manager Security/Safety Planning Form** are in place prior to the start of the event.

7.1 Security Requirements

As an organizer of an event on campus, the UMA Event Manager must assure that security services are available and additional resources can be summoned in the event of an emergency.

The requirements for each event must be established with the Director of Campus Operations or Designee prior to the event.

- a) The utilization and review of the Event Manager Security/Safety Planning Form will provide much of the necessary information to support the planning process.

Note: The Director of Campus Operations / Director of Facilities / Augusta Fire Department / Campus Activities & Events Manager / Student Affairs may adjust the requirements depending upon a review of the event and estimated risks.

- b) All bon or open fires are to be approved by the Office of Campus Operations and the Augusta Fire Department.

- c) Individuals and groups wishing to use outdoor areas that are enclosed by a fence or tent shall notify the Office of Campus Operations at least ten days in advance of the nature, the time, and the place of the proposed activity.
- d) Individuals or groups that wish to utilize sound amplification equipment shall notify the Facilities Management Department.
- e) Organizers wishing to demonstrate must make timely notification. Three working day's notice of a protest/demonstration shall be communicated to the Dean of Students office for Student's or the Office of Campus Operations for non-student based protests. Based on a risk assessment, certain restrictions may be imposed in order to ensure the safety of the UMA community and visitors to our campus. See also the Board of Trustees Free Speech and Assembly policy
<https://www.maine.edu/board-of-trustees/policy-manual/section-212/>
- f) Service and/or consumption of alcoholic beverages via licensed catered or licensed BYOB events may increase the risk of liability, safety and security. The university must address the proper controls and procedures to protect attendees and the university during any sponsored event that includes alcoholic beverages. Any event that includes or permits the service and/or consumption of alcoholic beverages must receive approval in advance by the Director of Campus Operations to ensure that adequate risk management provisions are in place. (i.e. trained alcohol service staff, security, I.D. checker(s) to prevent service to, and in some cases presence of, minors and/or intoxicated person(s) in the event area, etc.).
- g) These functions may require an additional risk review, and special plans may be required of the UMA Event Manager to document and ensure that extra safety/security provisions have been established for an alcoholic beverage event. These extra requirements shall be outlined in the Event Manager Security/Safety Planning Form MF07052. All student events in this category must also notify and follow the Student Affairs requirements. A copy of the Student Affairs, "Catered Party Form" shall be attached to the **Events Manager Security/Safety Planning Form**.
- h) All events shall have a defined area of use and be included on the **Events Manager Security/Safety Planning Form** and must be approved by the Director of Campus Operations.

7.2 Life Safety Requirements

7.2.1 Number of Crowd Managers Required Per Event

Where occupancy load exceeds 50, one crowd manager is needed. Additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one (1) additional crowd manager/supervisor for every 250 occupants unless otherwise permitted by the following:

| Size of Event | Number of Crowd Managers |
|---------------|--------------------------|
| 50-250 | 2 |
| 251-500 | 3 |
| 501-750 | 4 |
| 751-1000 | 5 |
| 1001-1250 | 6 |
| 1251-1500 | 7 |
| etc. | etc |

Note: The Authority having jurisdiction can change the requirements depending upon a review of the event and estimated risks.

The ratio of trained crowd managers to occupants may be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.” (NFPA 101)

7.2.2 Tents

Tents are Considered Buildings – (NFPA 102) Tents must meet most of the same requirements as buildings. Tent material must be properly certified as flame retardant. Some tents have attached labels. When labels are not attached, sponsors, promoters, or other production personnel must provide documentation that certifies that the tent material is flame retardant. Certification must be based on NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

Flooring for tents must be non-combustible. Straw, hay, wood chips, mulch, or other similar combustible materials are prohibited from use as flooring in tents. Use of open flames (including those used for cooking or warming of food) and heaters must be approved in advance by the Augusta Fire Department.

Tent suppliers must be able to certify that tents have been erected in accordance with the manufacturer recommendations, industry standards, and code requirements.

7.2.3 Outdoor Spaces

Enclosed open areas such as the stadium must meet the same requirements as buildings. Fenced open areas must have at least two exits - or more, depending upon the number of people within the enclosure. A registered professional engineer must certify bleachers, grandstands and platforms as structurally sound if they are constructed on-site.

7.2.4 Room Capacity

Note: the occupant load is the maximum capacity based on the net clear floor area. Stages and other obstructions, seating arrangements and the use of tables will decrease the capacity. The type of event is also a determining factor. When planning for an event, the Event Manager should contact the Office of Campus Operations for assistance to determine if room/building is required to post the State of Maine Dance License. At no time shall the means of egress be obscured and any individual shall be able to move without undue hindrance to an exit.

7.2.5 Exits

The number of exits required from the room/area is based on the capacity.

| Number of persons | Minimum number of exits |
|--------------------------|--------------------------------|
| 50 - 500 persons | 2 remote exits (minimum) |
| 501 - 999 persons | 3 remote exits (minimum) |
| 1,000 or more persons | 4 remote exits (minimum) |

Exits must also remain unobstructed and provide a clear access to the public way and shall be assessed by the Fire Department Inspection and designated crowd managers periodically during the event.

7.2.6 Set-up Plans

The placement of stages, seats, equipment (including wiring), and security arrangements affect the exits and access to exits. With assembly events of more than 200 persons where temporary seating will be used, it is recommended that the seating be fastened together in groups of three and not exceeding seven. (NFPA 1 Uniform Fire Code) A registered professional engineer must certify temporary bleachers and platforms as structurally sound.

The limiting of general admission must be considered during the UMA Event Manager's risk assessment to lessen the potential for riots and trampling that can occur when general admission seating is opened. The use of metering access to the event can help reduce potential hazards with general admission seating.

7.2.7 The Office of State Fire Marshal

The announcement at every event with a defined start time, where assembly occupancy can accommodate 300 occupants or more, the UMA Event Manager, operator, sponsor, or designee shall make an audio announcement to all occupants, prior to the commencement of the event.

- a) Location of Exits;
- b) Smoking rules and regulations; (Smoking is not allowed)
- c) Use of open flame devices; (Not allowed)
- d) What to do in case of emergency evacuation; and
- e) Location of any first aid stations.

Such events include but are not limited to those held at armories, assembly halls, auditoriums, dance halls, exhibition halls, gymnasiums, special amusement buildings regardless of occupant load, and theaters. Reference: Title 8 – MSRA., Chapter 9 - A; Rules 20 and 26

7.2.8 Decorations and Theatrical Scenery

All materials used for decorations and theatrical scenery, including the drop used behind stages during concerts must be flame retardant.

7.2.9 Indoor Open Flames

In most cases under the state laws any open flames are considered pyrotechnics and require ten-day prior approval from the Office of the State Fire Marshall, the City of Augusta, and a special license.

7.2.10 Pyrotechnics/Fireworks

Indoor and outdoor use of pyrotechnics is strictly regulated and requires 10-day prior approval and permits from the Office of the State Fire Marshall and the City of Augusta.

7.2.11 Fog Machines

The use of fog machines during a performance, dance, or other public assembly event may activate smoke detectors and/or an obscure exit requires proper approval and permits from the Director of Campus Operations or Designee and the Augusta Fire Department.

In some cases, smoke detectors may need to be temporarily shut down in the area where a fog machine is used. Facilities Management needs to be notified in order to schedule an electrician. A

"fire watch" during the period in which the smoke detectors are temporarily out of service may also be required.

7.2.12 Generators

Generators must meet all electrical code requirements including proper grounding. All wires that may pose a tripping hazard must be covered or otherwise secured. Generators must be located so that exhaust does not enter buildings or tents. This activity requires approval from Facilities Management.

7.2.13 Fire Department Coverage Requirements

The utilization and review of the **Events Manager Security/Safety Planning Form** will provide most of the necessary information for the Augusta Fire Department to assess the risks associated with an event. The Augusta Fire Department, the authority having jurisdiction may recommend additional fire safety staff for a given event.

7.2.14 Pre-Event Fire/Life Safety Inspection (Reference: NFPA Life Safety Code)

A pre-event inspection will be conducted by UMA Security or UMA Facilities on the premises one hour before any event begins to ensure life safety requirements are met. This inspection will be documented by the Security / Facilities staff on duty and reviewed with the Event Coordinator. All deficiencies shall be corrected prior to opening to the public. A copy of all inspections shall be sent to the Office of Campus Operations and retained for three years.

7.2.15 Dance License/Theatre Capacity Review

Posting of a Dance License is required for any building used for public dancing. Any change to the structure or layout of the building that affects the existing seating layout, occupant capacities or safety to the occupants shall be submitted to the Office of State Fire Marshal for approval at least 10 days prior to any scheduled change. The license provides a maximum occupancy for each building. (Reference: Title 8, MSRA, 161, 651 and 652)

7.2.16 Emergency Medical Services

The UMA Event Manager must assure that emergency medical services (e.g. rescue squad and/or fire department) have been scheduled when indicated and/or can be summoned in the event of an emergency. The requirements for each event must be established with the "authority having jurisdiction" prior to the event. When possible the utilization and review of the UMA Event Manager Security/Safety Planning Form will provide the necessary information to support the planning process. All events shall have a phone, cell phone or similar means of communication available on site to summon medical emergency services.

8. Organization/Department Specific Needs

The following organizations may have other specific event planning and management requirements that must be reviewed and implemented prior to an event. The utilization and review of the Event Manager Security/Safety Planning Form will provide the necessary information for specific organization/department requirements. This will enhance all parties involved in the events to prepare and to respond to potential emergencies.

8.1 Student Life / Student Affairs

All student events to be held on university property or in a university facility must be registered, with the campus activities and events, including outdoor events (consisting primarily of university participants) sponsored by any on-campus student group.

In order to ensure that each individual can freely pursue his/her educational goals unencumbered by unwanted distractions, it is appropriate to establish procedures for scheduling all nonacademic outdoor music events, which utilize live and/or scheduled amplified music. Individuals and groups planning outside music events are required to confer, register in writing, and gain written approval for the event from the Director of Student Life or their designee at least ten days in advance.

If there is a question about the appropriateness of the event for a university community the request will be referred to the appropriate Vice President for review and action (e.g., student-sponsored events to the Dean of Students; faculty and/or academic unit sponsored events to the Provost). The decision may be appealed to the President who shall have final decision-making authority. (See UMA Student Handbook)

Individuals and groups wishing to use indoor areas and facilities must schedule such areas and facilities with the proper scheduling authorities a reasonable time in advance of their use, indicating the nature, the time, and the place of the proposed activity, except that space need not be scheduled for the distribution of leaflets, broadsides, and other forms of literature unless table space is requested. Note: Distribution of such literature shall be governed by all other provisions of this policy.

All student groups requesting space (indoor or outdoor) for entertainment purposes, guest speakers, or similar events should contact the Director of Student Life or designee to review other student activity requirements.

8.2 Facilities Management (FM)

FM MUST BE CONSULTED through the request for a Digging Permit prior to penetrating the ground by digging holes, driving stakes, and so on. ABSOLUTELY NO DIGGING WITHOUT A DIGGING PERMIT. Contact UMA Facilities for assistance.

8.3 UMA Security / Parking

Notification is required if an event needs to utilize a parking lot.

8.4 University of Maine Systems Office – Risk Management Department

Each UMA Event Manager is to ensure that a Certificate of Insurance is provided and sent to The Office of Campus Operations and forwarded to the UMS Risk Manager. Contact the Office of Campus Operations for assistance.

If there is a University Counsel approved signed contract or agreement, and insurances verified, for each performer/presenter and vendor involvement with an event the contract/agreement would hold the third party responsible for their actions and could include specific security or safety requirements that should be communicated.

9. Post Event Procedures

The UMA Event Manager shall be responsible for completing a post event review. Items to check for include verifying that: open flames have been safely extinguished (fire watch maintained for 1/2 hour after extinguishment); unnecessary electrical equipment has been turned off; and, any obviously hazardous condition(s) have been corrected. It is recommended that the event manager and their planning team meet to critique the event to improve the event planning and coordination for future programs.

10. Training Requirements

Support Staff - Including volunteers supervised by university employees, shall receive department/task specific training outlining their roles and responsibilities for the event. This training shall be documented and on file for review.

Crowd Managers – Designated crowd managers shall receive crowd management training as outlined in NFPA 101:12.7.5.1).

11. Resources

Federal Emergency Management Agency (FEMA) IS – 15 “Special Events Contingency Planning Manual” May 2004 – Contact SEM for review.

University of Maine, Emergency Evacuation Plans, contact Building Manager/ Department Head or SEM.

12. Required Permits and Approvals

| Required Permits and Approvals | Contact for Assistance |
|--|--|
| Outdoor Fireworks | See Fire Dept/Office of the State Fire Marshal for approval and notify the Director of Campus Operations |
| Open Flames (indoor) | Not Allowed |
| Open Fires (outdoor) | Approval of Student Affairs, Campus Operations, Facilities and City of Augusta Permit |
| Tents | Review by Facilities Management Fire Inspection required after erection but before use |
| Decorations | Flame retardant certification needs to be on file with the Department Supervisor |
| Structural integrity certification | Facilities Management |
| Temporary Bleachers, Grandstands, and Seating (Indoor and Outdoor) | Structural integrity certification from Facilities Management |
| Insurance | Campus Operations/UMS Risk Manager |
| Dance License | Contact Campus Operations |
| Dig Permit | Contact Facilities Management. |
| Temporary Liquor License | Contact the Maine State office of Public Safety |

Event Manager Security/Safety Planning Form

(Must be submitted 30 day in advance of Event)

| Name of Event: Event Description: Responsible UMA Department: | | Payment - Responsible Dept: UM Account #/Chartfield: | | |
|--|--|--|--------------------------|--------------------------|
| Date and Time of Event: | | Event Coordinator Name: Mobile/Cell Phone: | | |
| Building / Area: Estimated Number of Total Attendees: Estimated largest number at any one time: | | UMA Event Manager Name: Mobile/Cell Phone: | | |
| THE ABOVE FIELDS ARE REQUIRED | | Risk Assessment Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Review will not be advanced until assessment has been completed.</i> | | |
| Event Manager to Complete the Following (Changes to the section after initial submission require consultation with Campus Operations) | | Yes | No | N/A |
| 1. | Required Announcement (any venue with capacity of 300 or more people)* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Dance License on file and posted in room/building when required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Decorations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Pyrotechnics? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | State & Town permits required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Open Flame (outdoors)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Smoke or Fog? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Dig Permit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Temporary Bleachers, Grandstands, and Seating (Indoor and Outdoor)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Alcohol consumption allowed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Temporary Liquor License? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Event posted to UMA Events Calendar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Insurance in order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Student Events: Campus Activities and Events briefed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Building/Area Manager briefed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | All other university department requirements have been listed under special instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Will all volunteers and/or employees receive the following training prior to the event? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | UMA Annual Safety Training | | | |
| | Event/Building Evacuation Training | | | |
| | Crowd Manager Training | | | |
| | Other: | | | |
| | Other: | | | |
| 18. | Is this a student related event? | <input type="checkbox"/> | <input type="checkbox"/> | |