

Oklahoma State University Policy and Procedures

PUBLIC ASSEMBLY EVENTS IN CAMPUS BUILDINGS

**3-0830
BUSINESS & FINANCE
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PURPOSE

1.01 When events are held in campus buildings or on University grounds involving the attendance of the general public or large numbers of persons, possibilities exist of panic and/or injury to attendees in the event of fire or other emergency. This policy will furnish guidelines on providing for the safety of occupants and/or participants of such events.

1.02 Events in campus buildings or on University grounds shall meet the provisions of applicable state laws and provide for the safety of building occupants and event participants.

UNIVERSITY POLICY AND STATE LAW

2.01 Laws covering egress facilities, posting of occupant capacity of a structure or area, and other essential items to provide for emergency egress and life safety are outlined in the Life Safety Code and Building Code as adopted by the State of Oklahoma. State laws and University policies covering smoking, decorating, tobacco use, alcohol, etc. shall be observed where applicable.

2.02 University policy hereby establishes that:

- a. Adequate exit ways, exit access and exits shall be provided and maintained from all assembly areas at all times. Exit ways shall be maintained clear and unobstructed at all times the area is occupied. Concessions, ticket counters, aisle markers, spotlights, etc. shall not be permitted to obstruct exit ways in any way.
- b. Only the installed number of seats shall be occupied during any event. Aisle spaces shall be kept clear and shall not be used to seat or stand additional occupants.
- c. Admission to events shall be by ticket or other means to control the number of occupants admitted to the posted capacity. No more tickets, paid or complimentary, shall be issued for any given event than there are

seats available. No more occupants shall be admitted to an area than the posted capacity allows.

d. The person or organization in charge of the event shall be responsible for controlling the number of occupants admitted. The responsible "charge" person shall be readily available prior to, during and until the event is over and the crowd has dispersed.

e. Sufficient ushers and/or other personnel shall be provided to control the number of occupants admitted without undue confusion or inconvenience to the public. Ushers shall be plainly identified by name badges, arm bands, special uniforms or other acceptable means.

f. Safety personnel and Security Department personnel shall be provided for all events as deemed necessary by the University Director of Safety and the Director of Security. Number to be provided will be determined by the size and/or type of event. Special consideration will be given to events which have the potential to invoke controversy or protest.

g. All exits in any building being used for public events shall be unlocked to permit egress as soon as occupants are admitted, and shall not be locked or otherwise secured until all occupants have left the building. All exit lights shall be adequately illuminated during such events. Required emergency lighting shall be operable.

h. Applicable "NO SMOKING," tobacco and alcohol rules shall be observed and enforced at any time an event is in progress. Adequate signs designating "NO SMOKING" areas will be posted as required.

i. All fire protective and safety devices must be kept clear and readily accessible at all times.

j. The University Safety Director or his duly authorized representative shall have the authority to cancel, delay or stop any event which does not comply with applicable laws, policies or regulations and which, in their opinion, would result in jeopardy to life safety of those in attendance.

PROCEDURE

3.01 Assembly events will be scheduled in advance with the appropriate organization or department responsible for the building or site where held.

3.02 It is the responsibility of the sponsoring agency or department to make prior arrangements for Safety personnel, Security personnel, necessary work by Physical Plant and others, and to arrange for account numbers and work orders for charges.

3.03 Arrangements for Safety personnel and Security personnel for events shall be made through the Physical Plant and Security Departments at least two weeks in advance in accordance with established University procedures. Costs of these personnel and other required work shall be borne by the sponsoring organization or department.

3.04 For events held in areas not normally having fixed seating, seating arrangements shall be approved by the University Director of Safety or his designated representative prior to the issuance of any tickets, or if tickets are not used, at least 10 working days prior to the event. Those responsible for the event shall present a detailed seating plan showing aisle spaces, exits, number of seats, etc. for approval before this time. The Safety Office may be contacted for advice on seating arrangements at any time. The University Director of Safety or his designated representative shall have the authority to approve or disapprove seating arrangements in accordance with applicable state codes. (EXCEPTIONS: Where standard seating plans have been developed and previously approved, these shall be used.)

3.05 Decorations or scenery used for assembly events shall be constructed of flameproof or non-combustible materials ONLY and shall comply with University decoration regulations. If there is any question concerning the type of materials to be used or their placement, the Safety Office should be contacted for advice. An inspection of such decorations or scenery shall be made and approval given by the Safety Department prior to holding any event.

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