Overview of the Event Safety Policy

This summary of the Event Safety Policy is provided to event planners as an overview of Rhode Island Fire Code rules and Brown University policies that apply when planning a social event on the Brown University campus. It is the responsibility of the event manager to read and adhere to all requirements described in the Event Safety Policy. Follow the link to the Fire Safety website: [http://www.brown.edu/Administration/EHS/](http://www.brown.edu/Administration/EHS/) to obtain a copy of the Event Safety Policy.

The Event Safety Policy details requirements for maintaining safe egress from your event location, including the proper size and configuration of aisleways, aisles and exits. A Fire Safety Checklist is provided as a planning tool for event managers. The checklist includes important information about the safe use of decorations and instructions for hiring a Providence firefighter detail person for your event. The procedures are established to assure compliance with the state fire code and Brown University fire regulations during events in assembly spaces on campus. The event sponsor is responsible for complying with all of the following requirements:

**Emergency Action Plan**

Staff and student event planners should be familiar with the University’s Emergency Action Plan. Important safety information and emergency procedures are detailed in this document. The Emergency Action Plan is available on-line at the Brown University Office of Environmental Health and Safety website: [http://www.brown.edu/Administration/EHS/fire/eapSplash.html](http://www.brown.edu/Administration/EHS/fire/eapSplash.html)

Click on the link to “Evacuation Locations” and review the one-page EAP summary for the building where your event will be located.

**Planning the Event:**

- **Capacity** – Contact Event and Conference Services to determine the capacity of the space you intend to reserve for your event.

- **Room Setup** - The Providence Fire Marshal’s Office has approved a limited number of setups for the larger venues on campus – Sayles Hall, Andrews Hall, Alumnae Hall, etc. Any deviation from these setups must be pre-approved. The Providence Fire Marshal has given approval for the Brown Fire Safety staff to approve alternate setups in accordance with the State Fire Code. At a minimum, all room setups will require:
  - 44” wide aisles leading to all exit signs
  - 12” aisleways leading to the 44” aisles (this means 12” between seatbacks at tables)(each seat requires 19” from its back to the table)

- **Need for a Uniformed Firefighter** - If you expect more than 300 attendees at the event, the Providence Fire Marshal has the right to order a firefighter detail to be present to be vigilant for emergency situations. Therefore, you must contact Fire Safety (863-3462) at least 7 business days prior to your event to review the details of your social gathering. The cost of the firefighter detail is the responsibility of the event sponsor. A departmental account number (or a check) must be supplied to Fire Safety when contacting the office. The Fire Safety Office will contact the Providence Fire Marshal with the particulars of your event, and they will inform you if the Marshal has ordered a firefighter detail to be present.
✓ **Decorations** - **All decorations must be fire-retardant.** Most decorations purchased at party stores, discount outlets and the like are NOT intrinsically flame-retardant and are not allowed. This includes streamers, crepe paper, butcher paper, hula grass, construction paper, etc. The use of balloons*, growing vegetation (potted trees), cut fresh flowers, decorations made out of non-burnable materials such as metal, tin foil or cement are all allowed. Decorations that have been treated with fire retardant will be allowed if a certificate of flame-retardancy is provided. A limited amount of combustible material MAY be allowed, including paper or plastic tablecloths, and a few mid-sized posters spaced at a distance from each other. Dead vegetation, such as hay, straw, cut trees, is NEVER allowed. Contact Fire Safety with any questions concerning the flammability of any materials you wish to use. *(Balloons are not allowed in Sayles Hall, the lobby of Sidney Frank Hall, the Blue Room seating area or the Leung Family living room in the Robert Center. “Beam” type smoke detectors are in use in these spaces, and a balloon might interrupt the beam and generate a fire alarm)

✓ **Candles** - The use of candles is generally prohibited at Brown University. Candles may be used for religious ceremonies sponsored by the Chaplain’s Office or by Dining Services or their approved contractors for specific events.

✓ **Food warmers** - Sterno type gel fuel may be used for food warming, provided that safety guidelines are followed. If Brown Catering or an approved food vendor will not be present for the event, at least two members of the sponsoring organization must be trained in the use and handling of sterno fuel. Contact Fire Safety at 863-3462, or email fire_safety@brown.edu to schedule this short training session. In addition, a trained attendee with access to a Type “ABC” fire extinguisher must be present whenever Sterno type gel fuel is used.

**Event Manager**
An Event Manager must be appointed. This person is responsible for complying with all applicable requirements specified in the Fire Safety for Events Checklist. The responsible person shall attend and be present throughout the duration of the event to assure compliance with all specified rules and procedures.

**Fire Safety Checklist**
Event Sponsors shall obtain and use a copy of the Fire Safety for Events Checklist. The form is available from the Office of Environmental Health and Safety/ Fire Safety website. Click on the link.

**Contact**
For any questions or concerns, please contact the Fire Safety Staff at (401) 863-3462 or email fire_safety@brown.edu.