

Western Kentucky University

Campus Special Events Policy

Special Events and Concerts - Health and Safety Standards, Procedures and Requirements

Policy Owner: Environmental Health & Safety

Effective Date: 1/2008

The following are general health and safety standards and procedures, including special and code requirements that should be considered mandatory for all concerts and other special events held on the WKU campus. Any questions concerning these requirements should be directed to the Environment Health and Safety office (EH&S), Western Kentucky University (270) 745-2931. Any exception must be approved by the University Fire Marshal or EH&S Director.

Facility and Equipment Set-Up Parameters

1. All seating configurations and occupant loads utilizing portable seating must have prior approval of EH&S before tickets are printed.
2. All seating configurations and stage/platform arrangements shall be inspected and approved at least 2 hours prior to the start of the event.
3. Chairs will be secured by approved mechanical connectors. This provision is mandatory with more than 300 seats, and recommended for all seating arrangements.
4. No more than 20 chairs will be permitted between aisles.
5. The distance between rows will not be less than 24 inches from the back of one seat to the front of the most forward projection of the seat directly behind it.
6. A minimum of 10 foot aisles must be maintained between the stage, bleachers, or seating configuration.
7. No one will be permitted to sit on un extended bleacher seats or sit on or through balcony railings. Bleacher guardrail must be installed on all extended bleachers.
8. All personnel involved in concert set-up and tear-down must wear appropriate personal protective equipment for the operation they are involved in (i.e., hard hats, ear protection, footwear, etc.).
9. There must be a clear and definite separation between the stage and the audience.
10. Stacked speakers must be securely strapped or tied together and anchored to the stage to prevent falling forward in an earthquake or stage collapse. Toe boards are required around the stage where equipment is subject to movement. Speakers will not be permitted at locations remote from the stage/platform.
11. Suspending any equipment from the ceiling trusses, guardrail, beams, or columns will not be permitted.
12. A 2" x 4" toe board should be secured to the rear and side edges of the mixer platform to prevent chairs from falling off. If the platform is over 24" high, guardrail must be installed.
13. All electrical cords and cables must be located to prevent physical damage and/or tampering.

14. All cables must be covered with mats where they cross exit ways. They must also be highlighted with yellow and black hazard tape, and present a minimal trip hazard.
15. All floor runners must be securely taped to the floor to prevent them from coming loose and becoming trip hazards.

General Safety Issues

1. All personnel utilizing University vehicles must comply with University guidelines on the safe operation of vehicles with respect to equipment and personnel transport.
2. Any use of lasers in light shows or as special effects in any other type of event requires prior approval by the Radiation Safety Officer. Such approval will only be given if the laser operation has been approved by the Bureau of Radiological Health, Food and Drug Administration, US Department of Health and Human Services. All regulations and special conditions of the Bureau of Radiological Health must be followed during the performance.
3. Hearing protection/ear plugs approved by EH&S must be made available for use by all WKU concert personnel.
4. In accordance with University Policy, food service and catering for concerts must be contracted through the WKU Purchasing Department. All concert personnel must be familiar with building emergency evacuation plans. During indoor night concerts EH&S may require concert personnel to be equipped with flashlights for emergency use.
5. Sound levels at indoor concerts may be subject to monitoring by the EH&S office. Levels shall not exceed an overall average of 101 dB (A) or peaks of 108 dB (A). Should these limits be exceeded, upon request by the monitoring technologist, output either from the P.A. system or amplifiers shall be lowered to levels within these limits.
6. Additional toilet facilities may be required for activities. The number required will be determined by EH&S, depending on expected attendance. These toilets will not block any required exit ways.
7. Forklift operation, whether by University or promoter personnel, shall be conducted according to General Industry Safety Orders. Riders are not permitted. Personnel will not ride with load unless an approved box carrier with appropriate guardrail on three sides is securely attached to the forks.
8. Tables for the sale of t-shirts, records, etc., shall not be placed in exit ways, or any area that will impede ingress or egress of attendees.
9. When large numbers of waiting attendees are anticipated, all necessary crowd control procedures and devices will be utilized to provide safety at entrances. This will include metering of attendees by barriers or other restricting devices and adequate security personnel to prevent unauthorized access.
10. All personnel, including those of the promoter, contractors (whether working for promoter or University), and University, shall comply with all State and Federal regulations regarding safety and health, including all Safety Orders (WKU, OSHA), and NFPA Fire Codes.

Fire Safety Issues

1. All interior and exterior exits, emergency exits, and exit lights must be lighted, and all exit ways must be kept clear of tables and concert equipment. Exit ways may not be covered or "hidden" in any manner.
2. "No Smoking" signs must be posted and an announcement must be made prior to the start of an indoor event that smoking will not be permitted in the facility. Letter stroke to be of a minimum of 12" high by 12" wide.
3. Pyrotechnic devices or displays are not permitted in any University Facility unless specifically approved by Administration. If approved by Administration, application shall be made at least two weeks in advance to the Campus Fire Marshal. This application must include a site plan, list all devices to be used, and name and certificate number of State Pyrotechnician who will supervise and all pyrotechnics and all state and city permits.
4. Vehicles must not block building exit ways or Fire Department connections.
5. Extra fire extinguishers may be required and provided by EH&S. Any loss will be recharged to the sponsoring campus organization.
6. Cables or other items may not be suspended from the fire sprinkler system at any time, including pipes and sprinkler heads.
7. The use of fog or smoke producing machines shall have proper building exhaust or a ventilation system operational while any fog or smoke machine is used in the building.
8. The fire alarm will not be disabled for any event.
9. This is to include concerts and all production performances inside any WKU building.