



Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building or surroundings, and in some cases low light conditions. These risks can be managed through proper event planning and management.

The health, safety, and welfare of Kennesaw State University (KSU) students, employees, and guests must be managed and secured for any event held on campus. Event organizers, whether students, KSU employees, or an outside organization, whether planning individually or collectively, have a prime responsibility of protecting the health, safety, and welfare of everyone working at, attending the event, or likely to be affected by the event. It is important to recognize and appreciate the fact that planning for effective health and safety management should start at the same time as the planning for all other aspects of the proposed event.

The types of events held on campus vary

The event coordinator/organizer is responsible for the safety of the event and can designate someone to be the event safety representative to fulfill this commitment.

The EHS Department will review and approve the proposed event and coordinate the permit application process. They will provide technical support so the event coordinator/organizer on matters involving health, safety, and the environment.

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Concentrated (concerts, dances, lectures)	7 square feet
Less concentrated (dining room, exhibit room)	15 square feet
Fixed seats	Number of fixed seats
Stage (persons on stage)	15 square feet

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.

Tents are considered as buildings and therefore must meet the same requirements as buildings. See the section on tents for more information.

Each venue should have adequate emergency exits to facilitate evacuation in the event of an emergency. The number of exits required depends on the capacity of the venue.

50-499	2 remote exits
500-999	3 remote exits
1000 or more	4 remote exits

Access to all exit doors, corridors, and stairways must be always kept clear. Aisles to get to the exits must be 4 feet wide and always kept clear.

Exit signs and doors must be clearly visible and should not be disguised by decorations or obscured by fog, smoke, pipe, drape, or any other object.

Wires or cables should not be placed in front of exits or on steps. All wires or cables on floors must be properly taped down or covered to avoid tripping hazards.

The event's staff/volunteers should familiarize themselves with the exit routes, meeting area, and plan on how to assist with the evacuation. The event coordinator should 99BDC 3.8(1) §5k6 (rc)-§

The following actions are prohibited:

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If smoke detectors will need to be temporarily shut down in the area where a fog machine is