



# Office of Fire Prevention and Control

## Campus Fire Safety Bulletin

### Special Events

More and more frequently, colleges and universities are hosting all types of special events, from home and garden shows to major entertainers, sporting events and theatrical performances. Each event is likely to bring its own unique demands and modifications. The key to a safe and successful event is preplanning.



Each event is likely to have its own unique floor plan, electrical demands and other special modifications. The key to a safe and successful event is preplanning.

It is very probable that existing fire safety and evacuation plans will prove to be inappropriate for the needs of the event.



Quite often there may be special effects, open flames, pyrotechnics, smoke or other Code regulated items as part of the event. Each requires a thorough analysis, and maybe even a special inspection, approval or permit to ensure compliance.



The information below was found on an internet site, and serves as evidence of the increasing non-traditional, change of use, spaces on colleges are seeing:

*"Classrooms, dining halls, lecture theatres and staff rooms can be transformed into funky disco's, sophisticated ball-rooms, jazz venues or anything else you can come up with!"*



Today's college building isn't just for learning anymore.

**SF404.4 Maintenance.** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

### Who should you coordinate with?

תוכנית אבטלה  
במקום האירוע  
הוא חובה  
לכל אירוע  
במקום  
האירוע