

**Summary of Required Permits & Approvals Received Through:
Planning & Construction / EHS – Fire Safety**

Remember all events must first be initiated through Student Activities

ITEM	REQUIRED
Set-up Plans	- EHS - Fire Safety
Indoor Pyrotechnics/Outdoor Fireworks	- State Fire Marshal Office approval for a Pyrotechnics/Fireworks Permit - EHS Fire Safety notification - Facilities Operations Work Order
Open Flames (indoor)	- EHS Fire Safety approval for an Open Burn Permit
Open Fires (outdoor)	- EHS Fire Safety approval for an Open Burn Permit and - Facilities Operations Work Order

Insurance

- Certificate for pyrotechnics/fireworks,

Event Set – Up / Planning Checklist:

Public Assembly Event Self-Check Form <i>Fire and Life Safety</i>	Fire - Police - Rescue 911 RUPD Non-emergency (540) 831-5500 EHS Fire Safety – (540) 831- 7792 or 7791
DATE: _____ TIME: _____ LOCATION: _____	
EVENT: _____ PERSON DOING CHECK: _____	
Exit announcement read, displayed or posted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, arrange to provide the required announcement.)</i>	
Exit doors clear and unobstructed (on both sides)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions.)</i>	
Exit paths clear and unobstructed all the way to outside? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions.)</i>	
Wires taped down or otherwise secured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <i>(If “no”, tape down or otherwise cover the wires.)</i>	
Aisles clear and unobstructed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions.)</i>	
Exit lights on and unobstructed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions.)</i>	
Emergency lights unobstructed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions.)</i>	
Floor set-up approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <i>(If “no”, contact EHS immediately.)</i>	
Fire protection equipment unobstructed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, remove the obstructions from:</i> <ul style="list-style-type: none">- <i>Fire alarm pull stations;</i>- <i>Fire alarm horns, bells or speakers, and strobe lights; fire extinguishers.)</i>	
Decorations non-flammable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <i>(If “no”, remove the materials.)</i>	
Use of open flames approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <i>(If “no”, extinguish and do not use.)</i>	
Use of pyrotechnics approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no” - contact EHS immediately)</i>	
Crowd managers in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “no”, contact EHS.)</i> - 1 crowd manager for every 250 occupants	
Tents (< 125 square feet) are properly used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <ul style="list-style-type: none">- Tents should be properly erected and secured- All tent anchors and structural supports must be properly secured- Tents should be placed a minimum of 20 feet away from the buildings and structures- Tents should not be place under or close to foliage- Tents should not block any means of egress from other structures, sidewalks or emergency fire lanes- A minimum of 20 feet distance should be maintained between any cooking activity / open flames and the tent- At least one multi-purpose (ABC) extinguisher (with minimum 4A rating) should be provided in the vicinity	

Tents (over 125 square feet) have proper certification and permits if required? __ Yes __ No __ n/a

- Contact EHS Fire Safety for fire inspection prior to occupancy
- Flame retardant certification required at site
- Structural integrity

Emergency Medical Services in place? __ Yes __ No __ n/a (*If "no", contact the RU Rescue.*)

Post-event check completed? __ Yes __ No (*If "no", perform post event check.*)

- Smoking materials safely extinguished (where smoking is allowed)
- Approved open flames safely extinguished
- Unnecessary electrical equipment turned off
- No obvious hazards