



November 20, 2014

TO: All Event Planners and Schedulers for the UTSA Convocation Center

FROM: J. Brian Moroney <sup>JB</sup> - Director of Environmental Health, Safety and Risk Management  
John DeLaHunt <sup>JD</sup> - University Fire Marshal/Risk & Life Safety Manager

RE: **REVISED** First and Second Level Seating Capacity Restrictions (supersedes 7/12/2012)

The Office of Environmental Health, Safety and Risk Management (EHSRM) serves as the local Authority Having Jurisdiction (AHJ) relative to fire and life safety code (NFPA 101, 2012) compliance for all UTSA facilities and property. **Pursuant to this authority, and in light of recent reviews of conditions in the Convocation Center building (Convo), the following measures will remain in effect until further notice:**

- 1) Events in the Convo will be restricted to the occupant load limits listed in Tables I and II below.
- 2) Audience seating in the second level is limited to 1200 as listed in the Tables.
- 3) The responsible department must have an emergency management plan approved by the University Fire Marshal/Risk & Life Safety Manager or Director of EHSRM for any event in the Convo where occupancy exceeds 100 spectators. Each emergency management plan will require at least one trained crowd manager per 250 occupants. EHSRM provides crowd management training.

Direct specific questions to [fire@utsa.edu](mailto:fire@utsa.edu) or call 458-4420.

Table I: Academic Event	
Space	Occupant limit
Second level (1,200 audience members in bleacher fixed seats, plus up to 190 event support staff)	1,390
First level – bleachers fixed	1,270
Floor – chairs connected in rows	728
Stage (36'x24', seating allowance)	56
Standing Room first level* (allowance, includes event staff)	200
<b>Total</b>	<b>3,644</b>

\* Includes occupants in wheelchairs.

Table II: Sporting Event	
Space	Occupant limit
Second level (1,200 audience members in bleacher fixed seats, plus up to 190 event support staff)	1,390
First level – bleachers fixed	1,270
Standing Room first level* (allowance, includes event staff)	350
<b>Total</b>	<b>3,010</b>

Presumes that the lower level bleachers are deployed and the floor is clear, except for teams, officials, and event staff.

\* Includes occupants in wheelchairs, officials, teams, and team staff.