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TO: All Event Planners and Schedulers for UTSA Assembly Occupancies

FROM: J. Brian Moroney – Director of Environmental Health, Safety and Risk Management
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RE: Event Management & Crowd Control in Assembly Occupancies

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 Life Safety Code, 2012) compliance for all UTSA facilities and property. **Pursuant to this authority, the following memorandum serves to answer questions regarding NFPA code requirements for management plans and crowd control measures for certain types of events in assembly occupancies, and outline UTSA AHJ guidelines for complying with these requirements.**

- **What is assembly occupancy?** Chapter 13 – Existing Assembly Occupancies, Section 3.3.178.1 of the code defines assembly occupancy as: *an occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar use; or (2) used as a special amusement building.*
- **What types of areas at UTSA are considered assembly occupancies?** Fire Code gives examples of assembly occupancies. Those applicable to UTSA include, but are not necessarily limited to the following areas: assembly halls; auditoriums; club rooms; college and university classrooms; large conference rooms; exhibition halls, gymnasiums; libraries, theaters; museums; pool rooms; and restaurants. At UTSA, certain rooms within these buildings are frequently used as assemblies:
 - Convocation Center (CC)
 - Recreation & Wellness Center (RWC)
 - University Center (UC)
 - Physical Education (PE) Building Gymnasium
 - Roadrunner Café (RRC)
 - John Peace Library (JPL)
 - Institute of Texan Cultures (ITC)
 - Applied Engineering Technology (AET), Art (AB), Bioscience Building (BSB), Biotechnology Science and Engineering (BSE), Business Building (BB), Buena Vista (BV), Durango Building (DB), Frio Street (FS), Main (MB), McKinney Humanities (MH), Monterey (MNT), Multidisciplinary Studies (MS), and Science (SB) Buildings
- **When am I required to have an Event Management Plan?** Approved plans are required when you are expecting 50 or more people at the event and attendees are generally not expected to be familiar with the facility. Some examples of events requiring a plan include:
 - A lecture or performance open to an audience that is not likely to be familiar with the venue.
 - Convocation, commencement, non-UTSA graduation ceremonies, large banquets, political candidate speeches, events to which the public is invited, and summer camp activities are all examples of events that require an event management plan when being held in an assembly occupancy.
 - Special athletic events such as basketball or volleyball playoffs.
 - Expositions - these are events which the display of products or services is organized to bring together the provider and user of products or services and include: trade shows; job fairs; vendor fairs; poster board educational displays in association with a conference; etc.

Note: Exit egress impediments such as curtains, poster boards, stanchions, and etcetera, require a deployment plan approved by the AHJ or must be removed. Reference NFPA 101: 7.5.2 – Impediments to egress.

- **Do I need a new Event Management Plan every time I hold an event in an assembly occupancy?** No. Once a plan is approved for a specific type event in a specific venue, then a previously-approved crowd management plan may be used without further consultation with EHSRM. A new plan is not necessary.
- **When do I need Crowd Managers?** Section 7.6.1 – Crowd Managers in Chapter 13 – Existing Assembly Occupancies states: *Assembly occupancies [50 or more persons] shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or supervisor for every 250 unless otherwise permitted...* as in note 2 of that section:
 - (2) *The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.*
- **I am a faculty member / instructor who routinely teach in one of the lecture halls / large classrooms. Do I need to have an event management plan and crowd managers?** No. An event management plan and crowd managers are not necessary for regular classes provided that you comply with the classroom use and seating capacity limits approved by The Office of Space Management and EHSRM AHJ, and as listed on the Registrar's web site. Student occupants should be familiar with the space after basic instruction on exiting during emergencies and restroom locations given during the initial class period.
- **Who can serve as a Crowd Manager or Crowd Supervisor?** Crowd managers may be faculty or staff instructors, coaches, or other trained individuals to include ushers, and guards or police officers who are familiar with the facility, and can assist with maintaining clear exit pathways and directing occupants to safe exit egress from the building in case of emergency.
 - EHSRM fire safety staff provides Crowd Manager/Supervisor training. On a case-by-case basis, EHSRM can train event coordinators so that they can, in turn, train crowd manager/supervisors.-the-trainer UTSA Police staff can also assist with emergency management and security training if necessary for events where security is of greater concern.
 - UTSA Police can provide guards or police officers to assist with events; event operators may incur a service fee.
- **How do I get my Event Management Plan approved?** Contact the EHSRM Office fire safety personnel at fire@utsa.edu or call 458-5809 or 458-4420.
 - Please allow at least 2 weeks' notice prior to the event for sufficient time to review and approve the plan.
 - There is no cost to UTSA departments for EHSRM AHJ review, approval of Event Management Plans, or to assist with training crowd managers.