

**Security and Safety Guidance
for Events Held at the
University of Maine**



Purpose and Background

- To help facilitate events and activities on campus to the maximum extent possible.
- To ensure the security and safety of members of the UMaine community and guests attending events at the University of Maine.
- To provide minimum guidance for individuals/groups planning and managing the risks associated with events on campus.
- To present an organizational structure that creates communication between all groups on and off campus involved to promote security and safety for events.
- To provide personnel with training, resource management, and information systems to facilitate the planning and management of events.

Program Requirements

There are a number of existing policies and procedures designed to support the use of space, and guide users in planning and conducting gatherings and events at the University of Maine. Many of them include specific provisions regarding how to plan and obtain approval for a particular event. This procedure is designed primarily to address the security and safety needs, as well as to coordinate campus communication and logistics for events at the University of Maine.

Scope

The rules and guidelines in this procedure have been developed to comply with existing campus, local, state and federal health and safety requirements, mandates, and/or executive orders.

Accessibility

It is the policy and practice of the University of Maine to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local guidance regarding people with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of the University of Maine. Students enrolled at the University of Maine who need accommodations can contact [UMaine Student Accessibility Services](#) at 207.581.2319. Faculty, staff and visitors who need accommodations should contact the [Office of Equal Opportunity](#) at 207.581.1226. Please visit the [University of Maine Equal Opportunity Disability Access webpage](#) or [Student Accessibility Services](#) for further information.

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1. References

- 29 CFR 1910.38 – Emergency Egress
- NFPA 1 – Fire Code
- NFPA 102 – Grandstands, Folding and Telescoping Seating, Tents, and Membrane Structures
- NFPA 101 – Crowd Managers – 13.7.6
- NFPA 101 – Means of Egress Inspection – 13.7.1
- NFPA 101 – Pre Event Announcement – 13.7.7.3
- MSRA, Title 8 – Chapter 9-A; Rules 20 and 26) – Pre Event Announcement
- MSRA, Title 8 – 161, 651 and 652
- Maine, Office of Fire Marshall - Annual Occupancy License
- Event Manager Security/Safety Planning Form
- Public Assembly Event Manager Self-Check Form
- Orono Fire Department Event Inspection Form
- Federal Emergency Management: Events Contingency Planning May 2004
- UMaine Student Handbook

2. Definitions

Authority Having Jurisdiction: (NFPA 1) “The authority having jurisdiction shall have the authority to require standby personnel or approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, impairment to a fire protection feature or number of people present”. The “authority having jurisdiction” is university officials and risk management, the Orono Fire Department (OFD) or the Office of the State Fire Marshal.

Crowd Managers: Individuals who are trained in crowd management techniques, such as event staff, ushers, ticket takers, concession staff, etc. Trained firefighters, security, medical personnel and law enforcement staff may also be considered crowd managers in addition to their usual duties. In order to receive Crowd Manager training, please visit the [Safety Management website](#).

Fire Safety Personnel: Individuals that are responsible for ensuring and maintaining the fire safety for a facility or event. The typical fire safety personnel would be representatives from the Orono Fire Department or those that they have trained and designated as responsible parties.

Volunteer: A person who freely offers to take part in working during an event. Volunteers must review the [Human Resources Policy Regarding the Use of Volunteers](#).

Event Coordinator: The individual responsible for planning, coordinating, organizing and managing the event. This individual is the key contact for emergency response and security

staff at the event. The Event Coordinator represents the organization and/or individual(s) sponsoring or hosting the event at UMaine. They might have no affiliation with UMaine beyond contracting for use of the venue. A designated Event Coordinator must be on-site during the event at all times.

UMaine Event Manager: This person may also serve as the Event Coordinator, but in the case of an outside group using UMaine facilities the Event Manager is a Conferences and Institutes person who has the authority and responsibility to protect the University of Maine's interests. It is the UMaine Event Manager's responsibility to verify that the requirements of the approved Event Management Planning Form are in place prior to the start of the event.

Note: Once the approval process has been completed any changes prior to the event must again be approved by the original EOC Event Management Committee, and any changes requested during the event must be reviewed and approved by the UMaine Event Manager, who then notifies the Event Coordinator(s). This assumes that the Event Manager is not also acting as Event Coordinator.

EOC Event Management Committee: Event Managers from the UMaine emergency operations center (EOC) and other departments from across the university that review all submitted Event Management Planning Forms.

Student Group: An affiliated or associated group of students from the University of Maine. Typically a student club/organization that is recognized by Student Government Inc. and/or Student Life.

Campus Group: A non-student group from the University of Maine that is looking to utilize space or services on campus. This group typically includes campus departments and/or faculty led seminars/speakers.

Off-campus Group: A group that is not affiliated with the University of Maine in any way, but is looking to utilize a space or services on the campus. These groups typically will need to use [University of Maine Conferences and Institutes](#) to organize and hold an event on campus.

Assembly Occupancy: The National Fire Prevention Association (NFPA) Code defines public assembly occupancy as:

Assembly occupancy includes but is not limited to, all buildings or portions of buildings, used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation.

Risk Assessment: It is the UMaine Event Manager's responsibility to perform a risk assessment for each event under their jurisdiction. The Security and Safety Requirements for University of Maine Events procedure provides a structured process to identify issues that may impact

people, places, and things that need to be addressed through the risk assessment and management process. This process also assists planners in contingency planning and resource identification. The University of Maine Police Department (UMPD) and the University of Maine System Safety Management (SM) are available to assist in this assessment.

3. Exceptions

(No Exemption for Outdoor Events)

In general the completion of the Event Management Planning Form is not required for many of the following types of events:

Normal classroom activities and meetings

Events up to 49 attendees – Will require some planning by the parties involved. These events will require a [Small Event Notification form](#) that will include relevant information regarding the event (name of the event, date, time, location, population served and University of Maine contact information). Any off-campus groups should work with the [University of Maine Conferences and Institutes](#) to plan their event no matter the size.

NOTE: Any on-campus event involving alcohol, open flame, fireworks, drones, etc. must have an Event Management Planning Form no matter the size.

Events 50 or more attendees – These events must be coordinated through a number of university and off campus authorities and therefore require the completion of an [Event Management Planning Form](#). Any event that has 250 or more participants must have a minimum of 2 crowd managers and additional crowd managers for every additional 250 participants.

4. Event Coordinator/Manager Requirements

Planning any event is complex. The Event Management Planning Form should be completed and submitted a minimum of 30 days in advance of the event. Before scheduling an event, consult the campus calendar; consider the scope of the event or gathering, the risks to spectators, participants, community impact; and emergency response support requirements.

Planning an event requires starting well in advance, working with a variety of university departments and outside organizations. This procedure is designed to help plan effectively and meet regulatory and university requirements.

It is the responsibility of Event Coordinators/Managers and their planning teams to identify and implement the required procedures to meet the requirements of the University of Maine. It is the

responsibility of the UMaine Event Manager to ensure that all required items on the Event Management Planning Form are in place prior to the start of the event.

4.1 Security Requirements

As an organizer of an event on campus, the UMaine Event Manager must ensure that security services (UMaine Police Department, security personnel, fire marshals, etc.) are available and additional resources can be summoned in the event of an emergency (Security requirements will be addressed with the submission of Event Management Planning Form). In addition, outdoor events may require tents, fencing, sound equipment, etc. Security requirements will be addressed with the submission of Event Management Planning Form.

4.2 Free Speech

The University of Maine fully supports and encourages free speech, freedom of expression and freedom of assembly. There are no designated free speech zones at UMaine. The entire campus is open for free speech and assembly. There are however, a few time, place, and manner limitations on these fundamental rights at UMaine. These limitations are:

1. The activity cannot disrupt or interfere with the normal operation or activity of the University; and
2. The activity cannot block or interfere with the safe ingress and/or egress from the indoor or outdoor site for participants and/or for emergency personnel/vehicles.

The normal operation and activity of the University includes but is not limited to: teaching; research; performances; events/contests; basic facility, farm and grounds operations; and similar functions. Safe ingress and egress from indoor and outdoor sites includes but is not limited to: vehicular and pedestrian traffic flow on roads, sidewalks, driveways, etc.; proper door opening/closing/access; and use of and access to foyers, vestibules and atria. See also the [Free Speech and Assembly Policy](#) in the University of Maine Student Handbook.

4.3 Alcohol Use

Any event that includes or permits the service and/or consumption of alcoholic beverages must submit the Event Management Planning Form in advance. Note that the sale and service of alcohol at an event may require a restricted or designated area, trained alcohol service staff, security, ID checker(s) to prevent service to, and in some cases presence of, minors and/or intoxicated person(s) in the event area, etc.

4.4 Life Safety Requirements

4.4.1. Number of Crowd Managers Required Per Event

Where occupancy load or participants exceeds 50, one crowd manager is needed. Crowd management training can be conducted through [Safety Management](#).

Additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one (1) additional crowd manager/supervisor for every 250 occupants unless otherwise identified through the Event Management process::

Size of Event	Number of Crowd Managers
50-250	2
251-500	3
501-750	4
751-1000	5
1001-1250	6
1251-1500	7
1500+	TBD

Note: The Authority Having Jurisdiction can change the requirements depending upon a review of the event and estimated risks.

4.4.2. Tents

Tents are Considered Buildings – (NFPA 102) Tents must meet most of the same requirements as buildings. Tent material must be properly certified as flame retardant. Some tents have attached labels. When labels are not attached, sponsors, promoters, or other production personnel must provide documentation that certifies that the tent material is flame retardant. Certification must be based on NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

Flooring for tents must be noncombustible. Straw, hay, wood chips, mulch, or other similar combustible materials are prohibited from use as flooring in tents.

Use of open flames (including those used for cooking or warming of food) and heaters must be approved through the Event Management Planning Form.

Tents will also require a Dig Permit through Facilities Management. Every effort will be made to prevent placing stakes in asphalt. The tent supplier may be able to provide weighted tents to avoid the need for stakes.

Tent suppliers must be able to certify that tents have been erected in accordance with the manufacturer's recommendations, industry standards and code requirements.

4.4.3. Outdoor Spaces

Enclosed open areas such as the Alford/Football Stadium, field hockey field, baseball field, softball field, etc. must meet the same requirements as buildings. Fenced open areas must have at least two exits — or more, depending upon the number of people within the enclosure. A registered professional engineer must certify bleachers, grandstands and platforms as structurally sound if they are constructed on-site.

4.4.4. Room Capacity

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. The type of event is also a determining factor. When planning for an event, the Event Manager should contact Safety Management for assistance to determine if room/building is required to post the State of Maine Dance License. At no time shall the means of egress be obscured and any individual shall be able to move without undue hindrance to an exit.

4.4.5. Exits

The number of exits required from the room/area is based on the capacity.

Number of People	Minimum number of exits
50-500 persons	2 remote exits
501-999 persons	3 remote exits
1000 or more persons	4 remote exits/TBD

Exits must also remain unobstructed and provide a clear access to the public way and shall be assessed by the Orono Fire Department inspection and designated crowd managers periodically during the event.

4.4.6. Setup Plans

The placement of stages, seats, equipment (including wiring), and security arrangements affects the number of required exits and access to exits. With assembly events of more than 200 persons where temporary seating will be used, it is required that the seating be fastened together in groups of three and not exceeding seven (NFPA 1 Uniform Fire Code). A registered professional engineer must certify temporary bleachers and platforms as structurally sound.

Limiting of general admission should be considered during the UMaine Event Manager's risk assessment. Metering or controlling access to the event can help reduce potential hazards with general admission seating.

4.4.7. The Office of the State Fire Marshal

The UMaine Event Manager, operator, sponsor or designee shall make an audio announcement to all occupants, prior to the commencement of any event where 300 or more people may be in attendance with a specified start time. The announcement should include.

- a) Location of exits;
- b) What to do in case of emergency evacuation;
- c) How to identify Crowd Managers if assistance is needed; and
- d) Location of any first aid stations (if available).

Such events include but are not limited to those held at armories, assembly halls, auditoriums, dance halls, exhibition halls, gymnasiums, special amusement buildings regardless of occupant load and theaters. (Reference: Title 8 – MSRA., Chapter 9 - A; Rules 20 and 26)

4.4.8. Decorations and Theatrical Scenery

All materials used for decorations and theatrical scenery, including the drop used behind stages during concerts must be flame retardant.

4.4.9 Indoor Open Flames/Pyrotechnics/Fireworks

Requires approval from the Office of the State Fire Marshal, the Town of Orono, and a special license which is initiated through the Event Management Planning Process. Indoor and outdoor use of pyrotechnics is strictly regulated and requires prior approval and permits from the Office of the State Fire Marshal and the Town

of Orono. Facilities Management must be contacted prior to the event to assure that fire alarm and suppression systems are adequate.

4.4.10. Fog Machines

The use of fog machines during a performance, dance, other public assembly event may activate smoke detectors and/or obscure an exit. The use of a fog machine(s) requires proper approval and permits from the Chief of the UMaine Police Department or Designee and the Orono Fire Department. Facilities Management must be contacted before the event to assure that fire alarm and suppression systems are appropriate.

In some cases, smoke detectors may need to be temporarily shut down in the area where a fog machine is used. Facilities Management needs to be contacted to prepare for this, including the assignment of an electrician. A fire watch during the period in which the smoke detectors are temporarily out of service will be required. This needs to be included in the risk assessment plan.

4.4.11. Generators

Generators must meet all electrical code requirements including proper grounding. All wires that may pose a tripping hazard must be covered or otherwise secured. Generators must be located so that exhaust does not enter buildings or tents. This activity requires approval through the Event Management Planning Form. All generators, regardless of size or supplier, must be wired and grounded by the Facilities Management Electric Shop. Grounds rods may be needed on some generator systems. The Electric Shop will work with the group in advance to determine grounding needs.

4.4.12. Fire Department Coverage Requirements

The utilization and review of the Event Management Planning Form will provide most of the necessary information for the Orono Fire Department to assess the risks associated with an event. The Orono Fire Department, the authority having jurisdiction may recommend additional fire safety staff for a given event.

4.4.13. Pre-Event Fire/Life Safety Inspection

A pre-event inspection will be conducted by Orono Fire Department staff and/or UMaine Fire Safety staff on premise at least one hour before any event begins to ensure life safety requirements are met. This inspection will be documented by the fire department staff on duty and reviewed with the Event Coordinator. All deficiencies shall be corrected prior to the start of the event.

4.4.14. Dance License/Theatre Capacity Review

Posting of a Dance License is required for any building used for public dancing. Any change to the structure or layout of the building that affects the exiting, seating layout, occupant capacities or safety to the occupants shall be submitted to the Office of State Fire Marshal for approval prior to any scheduled change. The license provides a maximum occupancy for each building. (Reference: Title 8, MSRA, 161, 651 and 652)

4.4.15. Emergency Medical Services

The UMaine Event Manager must assure that emergency medical services (e.g., rescue squad and/or fire department) have been scheduled when indicated and/or can be summoned in the event of an emergency. The requirements for each event must be established with the authority having jurisdiction prior to the event. When possible the utilization and review of the Event Management Planning Form will provide the necessary information to support the planning process. All events shall have a phone, cell phone or similar means of communication available on site to summon medical emergency services.

5. Organization/Department Specific Needs

The following organizations may have other specific event planning and management requirements that must be reviewed and implemented prior to an event. The utilization and review of the Event Management Planning Form will provide the necessary information for specific organization/department requirements. This will enhance all parties involved in the events to prepare and to respond to potential emergencies.

5.1. Athletics

Tailgating Requirements – See Athletic Department website.

5.2. Center for Student Involvement/Student Life

All student-led events to be held on university managed property or in a university facility must be registered with the Center for Student Involvement, including outdoor events (consisting primarily of university participants) sponsored by any on-campus student group with the exception of events inside residence hall and dining facilities.

In order to ensure that each individual can freely pursue their educational goals unencumbered by unwanted distractions, it is appropriate to establish procedures for scheduling all nonacademic outdoor music events, which utilize live and/or scheduled amplified music. Individuals and groups planning outside music events are required to

complete the Event Management Planning Form. Approval will be authorized by a designee of the Division of Student Life.

If there is a question about the appropriateness of the event for a university community the request will be referred to the appropriate Vice President for review and action (e.g., student-sponsored events to the Vice President for Student Affairs or their designee; faculty and/or academic unit sponsored events to the Vice President for Academic Affairs or their designee).

Individuals and groups wishing to use indoor areas and facilities must schedule such areas and facilities with the proper scheduling authorities a reasonable time in advance of their intended use, indicating the nature, the time, and the place of the proposed activity. The Memorial Union also reserves indoor/outdoor tables for event publicity. Contact them at 207.581.1406 for more information.

All student groups requesting space (indoor or outdoor) for entertainment purposes, guest speakers or similar events should contact the Coordinator for Campus Activities in the Center for Student Involvement or their designee to review other student activity requirements.

5.3. Conferences and Institutes Division

The University of Maine (UMaine) recognizes the value and potential for faculty, staff, students, and external groups to use university resources to enhance learning, research, and public service. UMaine seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by UMaine or sponsored by an active, recognized UMaine student organization or a UMaine academic or administrative department requesting use of University facilities and services. Every event will be classified into one of three categories; University Group/Department-Sponsored, Student-Sponsored or Non-University Sponsored. Internal University Sponsored event planners are welcome to request planning assistance from Conferences and Institutes, but this is not required. **For Non-University groups, Conferences and Institutes must be designated as their sponsor before the reservation request can be confirmed.**

University-Sponsored Camps, Conferences and Special Events are considered official programs of the University of Maine and are designed to enhance its mission and public service. Examples of these types of activities include, but are not limited to, conferences, workshops, noncredit classes, public lectures, research symposia or sports and academic youth programming/camps. The sponsoring unit must be actively involved in planning and administering of the event.

Non-university events are conducted by a third party using certain approved University facilities and services. While these events must be consistent with the mission of the

University, sponsors may neither state nor imply University sponsorship. University employees not otherwise employed by UMaine Conferences & Institutes may not assist with the administration or implementation of these events as a part of their regular university duties.

Please visit the [UMaine Conferences & Institutes website](#) or contact them at 207.581.4094 for a complete list of policies, procedures and guidelines regarding Events.

5.4. Facilities Management (FM)

In some cases, smoke detectors, alarms, etc. may need to be temporarily shut down in the area. Facilities Management needs to be notified in order to schedule an electrician. A "fire watch" during the period in which the smoke detectors/alarms are temporarily out of service will be required.

FM MUST BE CONSULTED through the Dig Permit Process prior to penetrating the ground by digging holes, driving stakes, and so on. ABSOLUTELY NO DIGGING WITHOUT A DIGGING PERMIT. Please visit the [FM Work Control website](#) or contact them at 207.581.4400 for further information.

5.5. Parking Services

Notification is required if an event needs to utilize or close a parking lot or will displace parking lot users. Please visit the [University of Maine Parking Services website](#) or contact them at 207.581.4047 for further information.

5.6. Collins Center for the Arts

Individuals and/or organizations interested in using the Collins Center for the Arts are required to contact the Events Coordinator at the Collins Center for the Arts. Please visit the [Collins Center for the Arts website](#) or contact them at 207.581.1755.

5.7. School of Performing Arts

Individuals and/or organizations interested in using University buildings associated with the School of Performing Arts are required to contact the School of Performing Arts Facility Manager. Please visit the [School of Performing Arts website](#) or contact them at 207.581.4703.

5.8. University of Maine System Office - Risk Management Department

Each UMaine Event Manager is to ensure that a Certificate of Insurance is provided and sent to the UMS Risk Manager. Contact the UMS Risk Manager for assistance.

If there is a University Counsel approved signed contract or agreement, and insurances verified, for each performer/presenter and vendor involvement with an event the contract/agreement would hold the third party responsible for their actions and could include specific security or safety requirements that should be communicated.

5.8.1. Definitions of Different Types of Service Contracts

Contract for Services: used when hiring a *company* to perform a service or provide something for an event.

Artist Performance Agreement: used when hiring a *performer* for an event.

Contract for Bus Transportation Services: used when working with a company to hire bus transportation for an event. Please note: All participants on the bus must sign a liability waiver.

Service Contracts can be found on the University of Maine Portal. Please visit the [Strategic Procurement website](#) or contact them at 207.581.9101 for any questions or further information.

6. Post Event Review

The UMaine Event Manager shall be responsible for completing a post event review. Items to check for include verifying that: open flames have been safely extinguished (fire watch maintained for 1 hour after extinguishment); unnecessary electrical equipment has been turned off; and, any obviously hazardous condition(s) have been corrected. It is recommended that the Event Manager and their planning team meet to critique the event to improve the event planning and coordination for future programs. Periodically post event reviews may be requested by UMPD or SM to evaluate the effectiveness of the program.

6.1. Incident Reporting

If an incident occurs during an event, it is important for the Event Coordinator to report the incident. All incidents should be reported to the University of Maine Police Department at 207.581.4040 or 911 in the case of an emergency.

There are also other resources on campus that may be potentially useful to those individuals that were involved in the incident.

Title IX Student Services: Office for students that provides support around the areas of sexual violence, relationship abuse, and stalking. For more information please visit the [Title IX Student Services website](#).

Office of Equal Opportunity: Office that ensures the University community upholds federal and state nondiscrimination laws. For more information please visit the [Office of Equal Opportunity website](#).

Counseling Center: Office for students that provide services and programs that promote their personal development and psychological well-being. For more information please visit the [Counseling Center website](#).

7. Training Requirements

Support Staff – Including volunteers supervised by university employees, shall receive department/task specific training outlining their roles and responsibilities for the event. This training shall be documented and on file for review.

Crowd Managers – Designated crowd managers shall receive crowd management training as outlined in NFPA 101 12.7.6).

8. Resources

Federal Emergency Management Agency (FEMA) IS – 15 Special Events Contingency Planning Manual. Contact SM for review.

University of Maine, Emergency Evacuation Plans, contact Building Manager/ Department Head or SM.

9. Revisions

Date	Type	Page Numbers
September 23, 2009	Major	Section 6. Exceptions, Page 3
September 7, 2011	Major	Section 6. Exceptions, Page 3
September 7, 2011	Major	Section 7.1. Security Requirements, Page 4 & 5
September 7, 2011	Minor	Entire document: change department name “Public Safety” to “Police Department”
November 10, 2012	Minor	Added a “Risk Assessment” definition in Section 6, Changed Event Manager to UMaine Event Manager
March 20, 2019	Minor	Changed formatting/numbering, department name to Safety Management (SM), updated references, etc.
May 26, 2020	Major	Complete policy review and rewrite. Change in formatting and numbering.