



ENVIRONMENTAL HEALTH AND SAFETY CONSIDERATIONS FOR EVENTS

Revision 3

May 2024

For Official Use Only (FOUO)

East Carolina University
Environmental Health & Safety
600 Moyer Blvd.
188 Warren Life Sciences Building
Greenville, North Carolina 27834
(252) 328-6166 (Office)
<https://oehs.ecu.edu/>
email: safety@ecu.edu



ECU

**ENVIRONMENTAL
HEALTH & SAFETY**

ENVIRONMENTAL HEALTH AND SAFETY CONSIDERATIONS FOR EVENTS

TABLE OF CONTENTS

Introduction.....3

Event Sponsor.....3

Central Reservations Office.....3

Environmental Health and Safety.....3

ECU Police3

Emergency Preparedness.....4

Exit and Means of Egress Management.....4

Compressed Gases and Hazardous Materials.....4

Electrical Extension and Power Cords5

Lighting and Visual Effects5

Decorations.....6

Open Flames and Pyrotechnics (Fireworks).....6

Cooking/Grilling and Food Safety.....7

Bake Sales.....8

Tents and Canopies9

Inflatables.....10

Animals on Campus.....10

Event Security.....10

Event Insurance11

Consent and Release of Liability.....11

Important Contacts.....12

ENVIRONMENTAL HEALTH & SAFETY CONSIDERATIONS FOR EVENTS

East Carolina University hosts or sponsors many public assembly events (“Events”). Events include any gathering for deliberation, worship, entertainment, eating, drinking, amusement, and similar uses, including, but not limited to, meetings, conferences, commencement, athletic contests, political rallies, and similar assembly functions. Persons attending an Event (“Participants”) may be members of the campus community, members of the public, or a combination of both. The well-being of all Participants is critical to the success of these events. Environmental health and safety requirements have been developed to help ensure safe and orderly Events. This may not be an exhaustive guide, so please contact EH&S at 252-328-6166 or safety@ecu.edu for additional information.

EVENT SPONSOR

- The Event sponsor must schedule Events through the Central Reservations Office (CRO) or other authorized sub-scheduler (list of authorized sub-schedulers maintained by CRO), in compliance with the [Freedom of Expression Regulation](#). The Event sponsor is responsible for compliance with this regulation, the Environmental Health and Safety Considerations for Events Guide, and all other applicable laws, policies, rules and regulations concerning Event safety. The sponsor or a responsible representative of the sponsor must attend the entire Event and function as the point of contact for the office of Environmental Health and Safety (EH&S), the ECU Police and other authorized University officials. The Event sponsor is responsible to provide proof of insurance indemnifying ECU. A certificate of insurance evidencing a \$1 million dollar general liability insurance policy from individuals or entities bringing animals onto campus is required. The certificate shall name East Carolina University as an additional insured.

CENTRAL RESERVATIONS OFFICE (CRO)

- The CRO is responsible for overseeing space scheduling and Event logistics at East Carolina University. The CRO offers guidance in event scheduling and planning, and works with EH&S, sub-schedulers and campus facilities and service providers as needed to help ensure a safe Event.

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- EH&S will provide consultation to Event sponsors regarding compliance with this regulation and any other safety-related laws, policies, regulations or rules.

ECU POLICE

- The ECU Police may provide public safety, security and law enforcement oversight of Events held on campus and take intervention measures as appropriate to help facilitate an orderly and safe Event.

EMERGENCY PREPAREDNESS

- In consultation with EH&S, ECU Police, and other University officials, Event sponsors must develop emergency evacuation procedures for the Event. They must be familiar with the floor plan of the Event area, the exit routes of the Event area and how to assist with an evacuation of the area/building. Event sponsors must monitor weather and ECU Alerts to insure proper response and a safe Event.
- Certified crowd managers are mandatory for Events with 1000 or more attendees with one crowd manager provided for every 250 attendees. Crowd managers must complete training provided through the NC Department of Insurance. Securing/providing certified crowd managers is the responsibility of the Event organizer.

EXIT AND MEANS OF EGRESS MANAGEMENT

- It is the responsibility of the Event sponsor to ensure the maximum capacity of a room or facility is not exceeded during the Event. Choose a venue that will be appropriate for the maximum attendance. Configuration of space will impact occupant load (standing room vs. table/chairs vs. fixed seating).
- Lobby areas, corridors and other means of egress are not to be used for Events (limited exceptions apply – contact EH&S for guidance). Corridors, stairwells and other means of egress shall remain clear of all materials and equipment.
- Once an Event has been set up in the approved configuration, do not move any furniture or equipment without first contacting someone from EH&S. The set-up is designed to ensure compliance with fire and life safety codes.
- "EXIT" signs, emergency lighting, fire alarm strobes, fire alarm pull stations and other emergency equipment must be unobstructed and visible at all times.
- Exit doors and means of egress cannot be obscured or concealed by decorations or special effects.
- All exit doors must be unlocked and unobstructed.
- Exit doors and other fire rated doors must not be held open with any item other than magnetic hold open devices connected to the building's fire alarm system.
- Fire lanes and emergency vehicle access must be unobstructed and available for the duration of the Event.

COMPRESSED GASES AND HAZARDOUS MATERIALS

- Events involving compressed gases or other hazardous materials must have EH&S approval. All compressed gas cylinders must be transported by vendors or personnel who have been approved to do so and a cylinder dolly must be used to transport large cylinders. Cylinders must be properly secured in an upright position at all times to prevent them from falling over (secured with straps or chains connected to a wall bracket or other fixed surface, or by use of a cylinder stand).

ELECTRICAL EXTENSION AND POWER CORDS

- Approved heavy-duty extension cords (14 gauge or larger) may be utilized during Events for the temporary use of portable appliances (audio-visual equipment, portable lab equipment, etc.).
- Extension cords are prohibited for use with major appliances, stationary equipment and high load equipment such as microwaves and refrigerators. This type of equipment must be plugged directly into a wall outlet.
- All extension cords, transient voltage surge suppressors, electrical equipment and appliances must be UL-listed (Underwriter's Laboratories), indicating that they have been tested and approved for safe operation.
- Cords shall be maintained in good condition without splices, deterioration or damage.
- The current capacity of the cord or surge suppressor shall not be less than the rated capacity of the appliance or fixture it serves. Equipment must be used only for its intended use in accordance with manufacturer recommendations.
- Each cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.
- Extension cords and surge suppressor strips shall not be connected in series.
- Flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact.
- Cords used in wet and/or outdoor locations must be protected with ground fault circuit interrupters.
- Trip hazards must not be created by placing extension cords across aisles and walkways. Approved cord/cable trays may be used when approved by EH&S to conceal cords and reduce/eliminate trip hazard. When approved, the trays must be easily visible and contrasting in color from adjacent surfaces.

LIGHTING AND VISUAL EFFECTS

- General lighting must be bright enough to allow guests or the audience to see the aisles leading to the exits. If you plan to use unusual lighting or visual effects, you must also develop a plan that determines how it can be accomplished in a manner that complies with the regulations and guidelines governing safe lighting.
- The use of any machine, device or chemical to create fog, foam or haze-like visual effects must be approved by EH&S as it can obscure visibility of means of egress, activate the fire alarm system and can be an irritant to occupants/program participants.
- When strobe lighting or similar special effects are used, a warning message must be provided to the Event attendees. "Strobe lighting will be used in this production. Those with known sensitivity to strobe light should avoid viewing the (*specify the time period or portion*) of this show." *Also, mention if there are any other unusual effects that could startle or disturb the audience.*

DECORATIONS

- No decorations, furnishings, or equipment that impairs visibility of an exit sign shall be permitted, nor shall there be any brightly illuminated sign (other than for exit purposes) or object in or near the line of vision of the required exit sign of such a character as to detract attention from the exit sign.
- Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.
- Combustible decorative materials such as, but not limited to, cotton batting, paper, foam plastics, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves and similar material shall not be used unless the materials are flame resistant or treated with flame retardant material. Such flame resistance shall be documented and certified by the manufacturer in an approved manner.
- Natural cut Christmas trees are prohibited. Flame-retardant artificial trees are allowed.
- Trees and other decorative material shall not obstruct corridors, exit ways, or other means of egress.
- Only UL listed lights and wiring shall be used.
- Do not hang decorations from overhead pipes or sprinkler heads.
- Keep lighting equipment and other heat sources away from decorations.
- Remove decorations immediately following the Event.

OPEN FLAMES AND PYROTECHNICS (FIREWORKS)

- All open flame devices (candles, torches, sky lanterns, etc.), bonfires, fire pits, and pyrotechnic devices are prohibited.
- There are limited exceptions to this policy such as, approved laboratory and classroom activities (Bunsen burners), food preparation areas, Facilities Services and departmental operations (welding, etc.), vigils, initiation ceremonies and theatrical performances. Exceptions must be reviewed/approved by EH&S on a case-by-case basis, pursuant to content-neutral time, place and manner rules. Requests to use open flames must be reviewed and approved by EH&S prior to the activity and require completion of an ["Application for Use of Open Flame Devices"](#).
- When approved, candles must be located in a way that they are separated from the general public (i.e. stages, platforms, etc.). Candles carried by people through an auditorium, such as a candle light service, present a great hazard and this practice is prohibited. Candlelight vigils are allowed outside with the completion of an "Application for Use of Open Flame Devices."
- A fire extinguisher must be readily accessible. Event staff must include individuals trained in fire extinguisher use.
- Pyrotechnic displays (fireworks) must be approved by the NC Department of Insurance and Greenville Fire Department. A pyrotechnic Event request and application must be submitted to EH&S at least 60 days prior to the Event.

COOKING/GRILLING AND FOOD SAFETY

- Cooking/grilling on campus grounds is prohibited. Limited exceptions may be allowed but are restricted to designated locations. Limited exceptions to this policy may include activities conducted by ARAMARK or ARAMARK affiliated vendors and Athletic-sponsored Events (Pigskin Pig-out, tailgating, etc.). Exceptions must be reviewed/approved by EH&S on a case-by-case basis. The ECU Environmental Health & Safety Office reserves the right to prohibit or cease any food preparation or food service operation on University property that it deems may present a health or safety threat.
- All activities involving the preparation, storage and service of potentially hazardous foods on East Carolina University property will abide by North Carolina's health code 15 NCAC 18A .2600, "Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments." (<http://ehs.ncpublichealth.com/faf/food/planreview/docs/t15a-18a.26.pdf>)
- When cooking/grilling is allowed the cooking devices must be at least 25 feet from surrounding structures and combustible material. Avoid high traffic areas and be aware of wind-blown sparks. Be sure that all parts of the unit are firmly in place and that the grill is stable (can't be tipped over).
- Continuously monitor and never leave a grill unattended once lit. Have appropriate fire extinguishers on hand and make sure designated Event staff are trained in their use.
- Potentially hazardous, cooked or raw cold foods require refrigeration and must be maintained at 45° F or below at all times. Potentially hazardous hot foods must be maintained at 140° F or above at all times.
- All potentially hazardous food must arrive ready to be served or ready to be cooked, and when cooked, must require minimal preparation to be served. An enclosed facility will be required for more involved food service activities.
- Keep all foods protected from dust, dirt, insects and other sources of contamination during storage, preparation, cooking, display, and service.
- No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.
- Convenient and approved toilet facilities shall be provided. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean.
- Be sure to wear clean outer garments and effective hair restraints. Tobacco will not be allowed in the preparation and service areas.
- Equipment and utensils must be kitchen grade, clean and in good repair and stored protected from dirt and insects. Keep disposable eating utensils in sufficient quantities for your customers.
- Adequate methods must be taken to ensure clean hands. When a hand wash lavatory with hot and cold water under pressure is not available, a catch pan, a container of water, soap,

and disposable towels are required. Disposable food-handling gloves, disposable moist-type sanitizing towelettes, and hand sanitizers are also encouraged.

- Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tightfitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.

BAKE SALES

Bake sales can provide good fund-raising opportunities but caution must be exercised to provide safe food to the public. While no health department permit is required for bake sales of *Non-Potentially Hazardous Foods*, the sponsoring organizations are responsible for the safety of the food products they offer for sale.

- Officially registered student organizations are authorized to hold bake sales of *Non-Potentially Hazardous Foods* after being approved by the Office of Student Activities and Organizations (SAO) and if they comply with all Health and Safety Procedures (as outlined in this policy, Student Life policies for student organizations, and any other applicable campus policies and procedures). NOTE: Faculty/Staff bake sales are prohibited unless partnering with officially registered student organization.
- Once permission has been given by SAO, approved locations may be reserved through the Central Reservations Office or the appropriate sub scheduler.
- Organizations may only sell commercially prepared, pre-packaged goods or foods from a licensed establishment. No homemade food products may be offered for sale.
- Organizations must maintain a list of establishments contributing food items for the bake sale. Organizations must retain receipts/documentation to verify food is from an approved source/establishment.
- Only *Non-Potentially Hazardous Foods* may be served at bake sales. *Non-Potentially Hazardous Foods* include, but are not limited to:
 - Cookies
 - Brownies
 - Muffins
 - Breads
 - Cupcakes (except cream filled)
 - Cakes (except cheesecake, cream-filled or those requiring refrigeration)
- *Potentially Hazardous Foods* (foods that require heating or refrigeration) are not allowed. *Potentially Hazardous Foods* include, but are not limited to:
 - Cheesecake
 - Pastries
 - Cream-filled cakes, cupcakes, doughnuts, etc.
 - Frostings or fillings made with cream cheese
 - Cream, meringue, or custard pies
- Baked goods can be sold only if they are individually wrapped.
- Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour, or artificial sweeteners should be clearly marked on products.
- Two organizational representatives must be present throughout the bake sale, one to handle money, and the other to have contact with food items.

- Persons involved in the handling or sale of bake sale items must be free of communicable disease including the flu, common colds, or any gastrointestinal illnesses, and their hands and arms must be free of open wounds, cuts, and sores.
- **Touching of the food with bare hands is prohibited** – use disposable gloves (preferably not latex), tissues, or utensils (knives, spatulas, platters, etc.).
- Food handlers must wash their hands with warm water and soap prior to handling food, frequently during the sale, after visiting the restroom or performing other tasks. Hand sanitizer must also be available for use at the point of sale.

TENTS AND CANOPIES

All tents over 800 square feet with sides or in excess of 1800 square feet without sides (75% or greater) erected on ECU property must be permitted by the North Carolina State Construction Office (NCSCO).

Event organizers must submit a tent application to EH&S. EH&S will conduct a preliminary review and submit the application(s) to NCSCO for review/approval. At least 30-day advance notification is required.

- Authorization for use of the space where the tent will be erected must be secured from the appropriate University department(s) including but not limited to Grounds, Facilities Services and Disability Support Services.
- Submit "[Tent Permit Application](#)" and required support documentation to EH&S at safety@ecu.edu. At least 30-day advance notification is recommended. If plans are not submitted soon enough to allow reasonable time for evaluation and approval, the Event may not be approved and must be either rescheduled or canceled.
- EH&S will conduct a preliminary review in consultation with Facilities Services and Disability Support Services.
- EH&S will submit application and support documentation to the North Carolina State Construction Office (NCSCO).
- Upon obtaining satisfactory evidence that the proposed tent will be in accordance with minimum Code requirements, NCSCO will issue a permit in the form of a signed approval letter (or an E-mail). EH&S will provide notification to the applicant regarding status of the permit.
- Event organizer must assure that tent is erected in accordance with parameters of the approved permit. Unapproved variances may result in cancellation of the Event.

REQUIRED SUPPORT DOCUMENTATION

- Certificate of Flame Resistance for the tent (available from tent vendor)
- Floor plan showing seating/table arrangements including number of occupants
- A site plan showing location, 20 feet separation from other structures, and Fire Department vehicular access within 150 feet.

INFLATABLES

- Inflatable rides and devices used during Events must be reviewed and approved by EH&S. Event organizers must submit an [“Inflatable Device Application”](#) to EH&S.
- Vendors must have each inflatable inspected annually by the Department of Labor and must have inspection tags attached to each device (typically on the rear-end facing right-hand side near tie down straps). Inflatables must be securely anchored to the ground and generators and blowers must be properly separated from the attraction and protected to prevent unauthorized access. Qualified operators must be provided per manufacturer recommendations.
- If wind speeds or gust are predicted or arise to exceed 25 m.p.h., then inflatable will be immediately unloaded and deflated.

ANIMALS ON CAMPUS

Animals are not permitted in any State building with the following exceptions:

- Service animals, as defined within the Americans with Disabilities Act (ADA), while under the control of their handler and as necessary to provide assistance to disabled individuals.
- Animals used in research/teaching and authorized by the approval of the [Institutional Animal Care & Use Committee \(IACUC\)](#) at <https://iacuc.ecu.edu/>
- Animals under the control and use of law enforcement or emergency management personnel as part of their official duties.
- Exempted animals must have current required vaccinations and documentation where applicable. Dogs and cats must have evidence of current rabies vaccination. Flea control must be maintained (oral/topical treatments, etc.) and documented where applicable.

NOTE: ECU does not have a veterinary clinic/hospital on site.

The ECU IACUC must be informed and ECU Environmental Health & Safety requires an application, [“Application for Animals at an Event”](#) to be completed and approved for animals to be brought on campus for an animal show, contest, or other Event involving the display or demonstration of skills of animals. This includes but is not limited to, petting zoos, dog shows or circuses. The request to EH&S must include proof of good health of the animal including, but not limited to, evidence of current required vaccinations from their veterinarian or records of health from NC Department of Agriculture. The Event sponsor must also provide proof of insurance indemnifying ECU.

Hygiene: An adequate supply of hand soap or similar cleansing agents shall be provided for use for all persons handling or touching the animals. North Carolina Law states:

- Hand-washing stations with soap, running water, paper towels and disposal containers shall be located within 10 feet of the exit of an animal contact exhibit, wherever feasible. Hand sanitizer is allowed if handwashing stations are not available (for animals such as dogs).
- An animal contact exhibit shall provide visible signage at the entrance and exit of the exhibit to educate the public regarding . . . the location of hand-washing stations or hand sanitizer.

Signage: North Carolina Law states: An animal contact exhibit shall provide visible signage at the entrance and exit of the exhibit to educate the public regarding: 1. the fact that animal contact may

pose a health risk; 2. items that are prohibited in animal areas (determined by animal handlers); [and] 3. the identity of high risk populations, including a. the elderly; b. children under the age of six; c. women who are pregnant; [and] d. people with an existing health condition.

University Grounds: You must contact the Grounds Department to get permission for your plans if you are going to be using university grounds.

The laws and ordinances of the local town and county shall apply to the control of animals on State property and in State operated facilities. Animals brought onto state property must be restrained as provided for in Greenville City Ordinances, i.e., controlled by means of leash, under direct voice control, within a vehicle, or within a secure enclosure.

EVENT SECURITY

- The number and type of security personnel required for each Event will be determined by the ECU Police.
- The ECU Police and other authorized officials have authority to shut down or move an Event in certain circumstances. Reference the “Freedom of Expression Regulation <https://policy.ecu.edu/07/30/06>.
- Masks and disguises that conceal identity are not allowed on campus except when worn in direct and substantial furtherance of an Expressive Activity that is not otherwise prohibited or limited as set forth in the [Freedom of Expression Regulation](#) or any other University Policy, Regulation or Rule, or applicable law. In this context, “Expressive Activity” includes, but is not limited to, theatrical performances and traditional holiday garb, such as is worn during Halloween. They may not be worn if they interfere with or disrupt University educational activities, functions, meetings, ceremonies or other events. Masks and disguises in violation of this Regulation must be removed as directed by the Police or other ECU officials, acting in a content-neutral manner. This Regulation shall not be interpreted as prohibiting masks when used solely in the course of employment or for physical protection.
- Weapons on campus are regulated pursuant to the [University Regulation Concerning Weapons on Campus](#).

EVENT INSURANCE

- Event liability coverage may be required to protect the Event Sponsor and the University from liabilities and accidents which could reasonably arise during Events. If it is an ECU sponsored event without use of outside vendors, then generally there is no need for liability coverage.
- Liability insurance may be required in any situation where any one or more of the following are present (not an exhaustive list):
 - Special equipment such as bounce houses, rock climbing towers, or vehicles
 - Alcoholic beverage service
 - Live animals

- Age of participants (under 18)
 - Duration of Event or residency on campus, i.e., overnight camps
 - Fireworks and other pyrotechnics
 - Any other activity or condition that might present additional liability risk to the University not specifically covered by the University's self-insurance program
- When a campus organization or group or outside entities use campus sites, then proof of insurance in the form of a Certification of Liability Insurance (COI) is always needed. The Certificate Holder needs to be addressed to:

Risk Management & Insurance Program, Office of Environmental Health and Safety, 600 Moye Blvd – 188 WLS Bldg, Greenville, NC 27858-4353.

CONSENT AND RELEASE OF LIABILITY

Depending on the risk and liability associated with the Event, consent and release of liability documents will be required prior to the Event. Risk Management and/or University Counsel will advise if release of liability documents will be required prior to the Event.

Important Department Contacts for Event Planning

Office of Environmental Health and Safety

(252) 328-6166 or email safety@ecu.edu

- Tents
- Open Flames/Pyrotechnics
- Inflatables
- Animal Events
- Fire/Life Safety

ECU Police-Event Security

(252) 328-6787

Central Reservations Office- The Central Reservations Office is responsible for overseeing space scheduling and event logistics at East Carolina University. With a strong emphasis on providing quality service, the Central Reservations Office offers guidance in event scheduling and planning and works with the campus facilities and service providers to help ensure a successful event.

Main Campus Student Center, Room 234

Phone: (252) 328-4731

Email: CRO@ecu.edu

CRO Health Sciences Office

Health Sciences Student Center, Office # 223

Phone: (252) 744-1057

Email: CROHealthSciences@ecu.edu

CRO Brody Office

Brody School of Medicine, Office GE-09

Phone: (252) 744-5862 or (252) 744-0496

Email: CROHealthSciences@ecu.edu