

Reed College Event Safety Guide

July 2023



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1.0 Considerations for Event Planners

- Have you developed an evacuation plan for your event?
- Have you developed a sheltering plan for your event?
- Does your event comply with all fire & life safety code requirements? If unsure, you can contact EHS for guidance.
- Have you considered what you would do during severe weather? EHS recommends moving, postponing, or canceling outdoor events when lightning is within 8 miles of the Reed Campus, in extreme high heat conditions, or poor air quality events.
- Do you have the ability to move the event indoors if there is inclement weather?
- Did you [execute contracts and obtain insurance](#) from all service providers?
- Did you complete permitting for any necessary activity (i.e. tents, bonfires, fire performances)?
- Did you discuss [high risk activities](#) with Risk Management?

2.0 Outdoor Cooking

All events that include food outside of the purview of Bon Appetit must be approved and authorized by Risk Management, CEP, and BA. An [exception request](#) must be filed before approval is granted.

2.1 Food Safety

Improper handling of food can lead to food-borne illnesses, like food poisoning. More information regarding how to control the risk of food-borne illness can be found on the [EHS Food Safety](#) page.

2.2 Grilling Safety

- Keep an appropriate fire extinguisher close by when cooking over an open flame.
- Grills should only be used outside.
- Grills should be kept well away from buildings, eaves, and overhanging branches.
- Children and pets should remain at least three feet away from a grill.
- Ensure the grill lid is open prior to lighting it.
- Always ensure your grill is attended.
- Use charcoal starter fluid to start a fire in a charcoal grill.
- Let coals cool completely before disposing of them in a metal container when finished grilling.



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- Check the gas tank hose for leaks when using a propane grill.
 - Immediately move away from the grill and call the fire department if you smell gas while cooking.

3.0 Alcohol

[Alcohol may not be consumed at an academic event](#), or in any place where an academic activity is occurring.

As per our service contract with Bon Appetit, Reed College has agreed to allow exclusive rights to Bon Appetit to provide and manage all food service programs including catering and summer conference meal service on campus and the exclusive right to sell to students, employees, guests and other persons at Reed food products, alcoholic and non-alcoholic beverages. Because of this, all events that include alcohol must be catered and managed by Bon Appetit.

It is campus policy that glass items (including china and beer/wine containers) are not permitted for events that are held outdoors. You can work with Bon Appetit for alternative solutions to meet your event needs while keeping our community safe.

4.0 Tents

Event organizers must obtain a permit from the Fire Marshal's Office for any tent or similar structure larger than 700 square feet in area.

4.1 Permit Requirements

The Tent permit application form is available in Appendix B. As per [Portland Fire Code regulations](#) and in addition to the requirements listed there, permits must include a detailed floor plan of the tent that shows:

- Length and width.
- Any structures close to the outside of the tent (fencing, walls, buildings, trailers, etc.).
- The set-up inside the tent (tables, chairs, vehicles, etc.).
- Table spacing and aisle widths.
- Location of all exits.

4.2 Fire Safety

Tent vendor should provide fire package that meets the requirements outlined in [PF&R 300.08ROT](#) that includes but is not limited to:

- Provide documentation that the structure is flame-retardant.



- Provide and maintain one 2-A: 10-BC fire extinguisher by each exit shown on the approved floor plan.
- Fire extinguishers must be mounted in a visible location, no higher than 5' off the floor.
- There should be a maximum travel distance of 100' for a person to reach an exit.
- Tents must be placed at least 20' from any combustible building wall.
- Centered above each marked exit there must be an electrically powered, battery back-up, exit sign with two emergency lights NOTE: Exit signs should be plugged in to charge the batteries a few hours before use.
- No smoking is allowed inside the tent and approved "No Smoking" signs shall be conspicuously posted.

5.0 Inflatable Games/Slides/Houses

Inflatable slides, games, bounce houses, moonwalks, and climbing walls are used frequently by student organizations as part of mixers, fundraisers, carnivals and other special events. While inflatables appear fun and safe, safety precautions must be put in place to ensure participants can enjoy the games without incident or injury. Event organizers must gain approval via [Risk Management](#) and a service provider contract must be executed that includes provisions for waivers and insurance.

6.0 Fire Performances

Adopted from [Portland Fire Code FIR-3.07](#)

6.1 General Information & Requirements

The purpose of this policy is to provide guidelines to advise fire performance venues and artists of safety considerations and practices consistent with fire and life safety codes and public assembly safety concerns.

This policy applies to all acts of fire performance art occurring within all areas in which Portland Fire & Rescue has authority. Fire art refers to performances or demonstrations such as fire breathing, fire juggling, fire dancing, etc. Not included: pyrotechnics and flame effects (these are addressed in a different policy and require a separate permit). In order to host a Fire Performance:

- The business owner, event coordinator and the fire performer are responsible for all aspects of fire and life safety. Failure to possess a current permit and follow the



minimum requirements set forth in this document will result in revocation of permit, future permits and/or issuing of citation(s).

- Fire performance artists must:
 - Be at least 18 years of age.
 - Have valid, state-issued identification and a Fire Performance Permit readily accessible at each performance.

Note: It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety precautions and dangers of such activity.

6.2 Sources

The above and following requirements have been sourced from, and can be referenced at:

- Fire Code, Section 308.3
- Portland City Code Title 31, Sections 31.20.110 and 31.40.020

6.3 Definitions

- “Fire performance art” is defined as: Any act (fire juggling/tossing, fire eating, fire dancing, etc.), in a public or private place, that utilizes fire.
- “Venue” is defined as: The property, facility, building, or room within a building where flame effects are used, intended to be used, or are prohibited.

6.4 Procedures

The following information is provided for use by fire performance venues and artists, and lays out the requirements concerning space, spotters, permits, fuel, and safety equipment.

6.5 Space Requirements

A 25-foot distance shall be maintained between the fire-involved item and any member of the audience and any combustible item within the immediate performance area. The boundary should be marked and secured identifying this perimeter.

The performance area should meet the following minimum perimeter requirements:

- A three-sided performance area must be a minimum of 30' in all directions away from a non-combustible background.



- Any area lacking a non-combustible background must be a 50' radius minimum.
 - A maximum of two performers shall be allowed within a performance area at any one time, with the boundaries expanded 5' in all directions (ie a 55' radius)
 - A Fire Performance Art Venue's interior space must be sprinklered and have a minimum 12-foot ceiling height. Approval will be dependent upon design, height and materials of the ceiling.

6.6 Spotters

Spotters should be trained in first aid measures for burns and be knowledgeable in the use of, and have ready access to, fire extinguishers and extinguishing agents.

Two trained spotter(s) shall be designated for each performance:

- One must maintain the perimeter
- The other spotters' sole function is to provide safety through constant monitoring of the performance, audience, and fuel being used.

Additional spotters may be required by the Fire Marshal when:

- There are three or more fire artists performing at the same time.
- There is a large audience in attendance.
- Any time the Fire Marshal deems necessary.

Each spotter should have direct access to at least one 5-gallon open-topped bucket of water, minimum $\frac{3}{4}$ full, with a clean cup or ladle, provided for each fire performance area to cool any accidental burns. Additional water buckets may be required, depending upon the circumstances of the performance and occupancy.

If any excess fuel or flame reaches the audience or unintended materials, the performer(s) may be cited and the permit may be revoked.

6.7 Extinguishing Agents

- Each spotter is responsible for at least one 2A-10BC minimum classification fire extinguisher for each performance to combat any flammable or combustible liquid fires. The extinguisher(s) shall be readily available in close proximity to each of the spotters. The Fire Marshal may require additional extinguishers, depending on the circumstances of the performance and occupancy.



- At least one wet cotton towel (minimum size 15" x 24") for each active fire performer and a wool or Nomex blanket shall be readily available to extinguish the fire implement(s). The towel should be white in color to differentiate its use from other towels that might be used to mop up flammable or combustible liquid spills. Colored towels for mopping up flammable or combustible liquids should be stored in a metal container with a tight fitting lid.

6.8 Fire Implements

- It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials should be avoided.
- If items are tethered to maintain control from launching into the audience, the tether shall be of non-combustible material in good repair, without fraying or cracking.

6.9 Fuels

Common permitted fuels include:

- Denatured alcohol
- Lamp oil (smokeless/odorless)
- "Fire Brand" brand fuel
- **Kerosene (recommended for outside use)**
- Stove fuel
- Isoparaffin Oil (ShellSol T)
- "Allume Feu" brand gel fuel
- Biodiesel

6.9 Note: Gasoline is prohibited under any circumstance. Fuel may be allowed in either the original container with the cap secured in place or in a UL Listed self-closing Flammable Liquid storage container, maximum one (1) gallon on site.

6.10 Clothing

The clothing of performers should be of fire resistant materials such as Nomex and/or PBI. If it is not a fire resistant material, natural fiber such as wool, leather, or cotton will be worn. Clothing should be snug fitting and not come into contact with any flame. If there is any unintended or inappropriate flame spread during a performance, the performer's permit may be revoked and a citation issued.



6.11 Smoking

Smoking shall be prohibited within the boundary of the performance and fuel storage areas.

6.12 Permits

[Conditional Use Permit – Fire Art:](#)

- Fire performance artists must obtain an annual “Conditional Use – Fire Art Permit” that will be valid only for a specified venue for dates noted in a calendar year, January 1 through December 31. Additional locations will be required to have separate permits.
- Once a Fire Art permit is issued, the artist may call the Fire Marshal’s Office Permit Desk at 503-823-3712, or e-mail the Public Assemblies Team at publicassembly@portlandoregon.gov, within 7 days notice of an upcoming performance to add any additional dates to their permit.
- Each application shall be accompanied by:
 - A copy of the performer’s photo ID
 - A written letter signed by the property owner or their representative authorizing the fire art performance.
 - Letters will clearly indicate:
 - The site address
 - Business name (if applicable)
 - Drawing with measurements outlining the performance area/perimeter
 - Printed name/title of the person signing the letter
- Artists shall ensure that locations where they intend to perform hold a current “Conditional Use – Fire Performance Art Venue Permit”.
 - Each individual performer will be responsible for obtaining a “Conditional Use Permit – Fire Art”.
- A permit with up to 10 performers may be obtained by a licensed business whose practice is to perform and entertain as professionals.
- Each performer and spotter or ‘handler’ needs to have photo ID on site, or, the permit holder will be subject to revocation of the permit and subject to citation.



Conditional Use Permit – Fire Performance Art Venue

- Fire performance venues including street fairs or outdoor public gatherings hosting a Fire Performance shall obtain an annual “Conditional Use – Fire Performance Art Venue Permit” through the Fire Marshal’s Office. A copy of this policy will be included with the permit application.
- Included with the permit application shall be:
 - A site plan of the venue, including
 - The dimensions of the performance area, seating and equipment layout
 - Dimensions of the room, aisles, and location of exits.
 - A written letter signed by the property owner or their representative authorizing the fire art performance shall be submitted with the application.
- Applications must be received 7 days prior to the initial requested performance to accommodate plan review and a site visit, prior to issuing a permit.
- The permit will be valid for one calendar year, January 1 through December 31.
- The permit, approved site plan and Policy CE C-7 (FIR 3.07) should be available on site at all performances and shall be presented upon request.
- Venues shall ensure that artists they intend to have perform hold a current “Conditional Use - Fire Art Permit”.

6.13 Inspection

Venue owners, their representatives, and event coordinators for street fairs or outdoor public gatherings, are responsible to maintain the requirements as outlined in this policy during all fire practice and performance.

7.0 Concerts and Balls

- Utilize UL listed power strips vs. extension cords to reduce the risk of fire
- Adhere to capacity limits to ensure safety of the crowd
- Speaker cabinets should be set up properly to reduce the risk of them falling
- Eliminate trip hazards from stage or audience viewing area
- No use of sharp edges or glass in stage material or decorations
- Decorations that may be combustible can not account for more than 20% of the wall/ceiling/floor space



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- Do not block emergency exits or equipment
 - Immediately clean up spill or slippery floors
 - No smoking allowed
 - No use of pyrotechnics or lasers
 - No open flames
 - No fog/smoke machines

8.0 Thesis and Bonfires

A [Ceremonial Bonfire Conditional Use Permit](#) (300.05CC) is required to use the thesis fire pit or to have a bonfire on campus.

To get a fire pit permit:

1. Fill out permit
2. You can submit the permit to Portland Fire via [email](#) or visit the SE Gideon Office.

8.1 Usage Guidelines

- Locate the pit at least 50 feet from structures and other combustible materials (e.g., trees, bushes, others). The two approved locations for use of the pit are the Quad and in front of the Library.
- Limit the duration of the fire to three hours.
- Eliminate conditions that would cause the fire to spread to within 50 feet of any structure. Do not stack your wood or have other flammable items near the fire pit.
- Use only cut wood, and only enough kindling and paper to start the fire. No other items should be burned in the pit. Many items such as building material may cause safety hazards or toxic fumes.
- The woodpile in the fire pit must be less than 3 feet in diameter and less than 2 feet in height.
- Do not use items such as gas, lighter fluid, etc. to start your fire. Use as little paper as possible.
- Have a garden hose connected to a water supply and three 3A-40 BC fire extinguishers available.
- The official organizer of the event must attend the fire constantly until it has been extinguished. This person must be sober and carry a copy of the burn permit and the event registration form.



- Damage to the surrounding grounds may be the responsibility of the event sponsor.

9.0 Minors

Reed prohibits events that host minors overnight. Any event that may include minors on campus must be vetted by VP/Deans and Risk Management.

The invitation of children and minors might be permitted with the following precautions and limitations, which are intended to protect health and safety, maintain productivity and comply with regulations:

- No student or visitor to Reed College shall leave a minor unattended at the College, including in campus buildings, on campus grounds, or in a vehicle.
- A minor shall not be left with a College employee unless that minor is enrolled in an authorized program of the College. The College does not supervise children or minors outside of officially sanctioned programs and neither the College nor its employees or students may accept responsibility to do so on behalf of the College.
- The college retains the right to revoke visitation permission at any time.
- Line of sight supervision of minors by the parent or accompanying adult is required at all times.
- Compliance with Reed's [Mandatory Child Abuse Reporting Policy](#).
- It is the responsibility of the parent/accompanying adult to ensure that minors do not disrupt the educational setting.
- Minors are not allowed in the following high-risk areas:
 - Science laboratories, some theater facilities (e.g. backstage, scene shop, costume shop, etc), shops, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas except when part of an organized and supervised experience/event.
 - Near grounds equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized college program.
 - Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).



10.0 Golf Carts

The [Reed College Golf Cart/Utility Vehicle Safety Manual](#) should be consulted and followed by all individuals using golf carts. Before being allowed to operate a golf cart, operators and the golf cart itself must fulfill the following requirements:

10.1 Licensing Requirements for Operators

- Operators must complete the ADR process with Facilities/Risk Management. Driving licenses will need to be checked with issuing state authorities; driving records must be clean. Checks take at least four days from receipt of the form, [Washington](#) has a different form from [the other 49 states](#).
- Operators must be at least 18 years of age.

10.2 Golf Cart Requirements

- Vehicles will not be modified in any manner that affects the mode of operation, speed, or safety of the vehicle.
- Vehicles operating after dark are required to have functioning headlights, taillights, and electric turn signals.

10.3 Operation Prerequisites

Before operating a Golf Cart, Operators must:

- Secure any cargo or tools that have been loaded into the vehicle.
- Operators must ensure that all passengers are in seats. No passengers are allowed to be transported on the bed, back, or sides of vehicles. All occupants must utilize available seat belts anytime the vehicle is in use.
- At the beginning of each day of vehicle use, the first operator must go through the Golf Cart Start-up Checklist.

10.4 Operation Requirements

While driving, Golf Cart Operators must comply with all standard rules of the road as established by the Oregon Department of Transportation while operating a Golf Cart, including but not limited to the following:

- Operators are not permitted to drive while wearing devices that impede hearing (e.g. stereo headsets, earplugs, etc.)



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- The operator and all passengers must keep their body inside the vehicle at all times, except when signaling for a turn.
 - Check blind spots before turning. When making a left hand turn, yield to the through traffic lane and merge into that lane before turning left. Never make a left hand turn from the golf cart lane.
 - Carefully turn and look behind the golf cart before backing up.
 - Avoid sharp turns at maximum speed, and drive straight up and down slopes to reduce the risk of passenger ejections and/or rollover. Avoid excessive speed, sudden starts, stops and fast turns.
 - Pedestrians have the right of way. Operators must yield to pedestrians whenever they are within close distance to the vehicle.
 - The operator must drive at the minimum, responsible speed to help ensure safety for the driver, any passenger, any equipment being transported, and campus pedestrians.
 - The operator must not operate the vehicle under the influence of drugs or alcohol.
 - Insurance restrictions prohibit use of Reed golf carts on city streets. If the operator has any questions regarding which streets are considered Portland streets rather than campus roadways, the operator shall check with their event planner.
 - The operator and all passengers must keep their body inside the vehicle at all times, except when signaling for a turn.
 - Reduce speed due to driving conditions, especially hills or other inclines or declines, blind corners, intersections, pedestrians and inclement weather.

In addition, Golf Cart Operators must also abide by the following restrictions:

While driving

- To avoid damage to the landscape, operators must not drive or park on the grass unless there is no alternative. Vehicles should not create worn paths through the lawns.
- Warn passengers of any upcoming turns or bumps.
- The operator shall not drive golf carts over bollards. Golf carts have only a 3-inch clearance.
- Use extreme caution in inclement weather. Although a golf cart may shield you from the rain, it may not protect you from a lightning strike.



When parked

- The operator must ensure that the vehicle does not block building access and/or pedestrian paths.
- The operator must not park in or block ADA paths or spaces and shall ensure there is sufficient space for wheelchairs to easily pass the vehicle.
- Operators are responsible for the security of the ignition key while a vehicle is assigned to them. Anytime a vehicle is unattended, the key will be removed from the ignition and kept in the possession of the authorized operator. Vehicles must be secured at the end of the day.

Any offenses or lack of complying with this program will result in an automatic revocation of driving privileges.

11.0 Off-campus Transportation

Reed College owns five 15 passenger vans that are rentable for events that involve campus community members only. If you need to secure transportation for individuals that are not part of the community or need a larger fleet, please contact Risk Management to discuss our list of preferred transportation vendors who have met our insurance and liability requirements.



Appendix 1: Use of Outdoor Tent Permit Application

Portland Fire & Rescue Fire Marshal's Office

1300 SE Gideon Street
Portland, OR 97202-2419
Phone: 503.823.3712 Fax: 503.823.3925

APPLICATION & REQUIREMENTS USE OF OUTDOOR TENTS/MEMBRANE STRUCTURES

Violation of these requirements may result in a citation at the time of inspection.

A tent/membrane structure is a temporary structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

PERMIT APPLICATION:

- A **permit** from the Fire Marshal's Office is required for an outdoor tent/membrane structure that exceeds 700 square feet in area.
- A tent/membrane structure shall be used for a period of not more than 180 days within a 12-month period on a single premise.
- Permits must be submitted no later than 21 days before the use date. Any permit request received less than 21 days prior to the use date may be subject to a **double fee**.
- Tent permit fees when there is no public assembly/special event permit required:

4 days or less: \$200

5 days to 6 months: \$300

Make check payable to "Portland City Treasurer". Either bring or send packet including plans, paperwork and payment to: **PERMITS** - Portland Fire & Rescue, 1300 SE Gideon Street, Portland OR 97202-2419.

Note: A public assembly/special event that includes a tent requires a **Public Assemblies** permit. A public assembly/special event is defined as a gathering of 50 or more people (including event staff) for civic, social, recreational or religious functions; that is confined by fences, walls, tents or similar structures. Fees will be calculated according to the Public Assemblies, Assembly Occupancy, fee schedule. All tent requirements will still be applicable under a public assembly permit.



APPLICATION INFORMATION

Business Name: _____

Address / Tent Location: _____

Description of Use: _____

Square Footage: _____ Number and Width of Exits: _____

Dates of Use: _____ to _____ Times of Use: _____ to _____

Applicant: _____ Phone: _____ Alt. Phone: _____

Email: _____ Fax: _____

FIRE BUREAU USE ONLY

Permit # _____ Permit Fee: \$ _____ Date Rec'd _____ Cash / Check # _____

Receipt # _____ Rec'd From _____ PFI # _____ Bldg. Key #: _____

Inspector's Notes: _____

Inspector's Initials: _____ Date: _____ Codes: _____

Occupant Load: _____



Appendix 2: Golf Cart Start-Up Checklist

Start-up Checklist

Name of operator: _____

Date: _____

Mark each of the following with an X in either the Pass or Fail column. If failed, explain in the comments.

If anything on this checklist failed, was the issue reported to your supervisor? Yes No

| Item | Pass | Fail | Comments |
|--------------------------------|------|------|----------|
| Lights | | | |
| Tires | | | |
| Brakes | | | |
| Horn | | | |
| Gauges | | | |
| Steering | | | |
| Battery connections/water | | | |
| Charge | | | |
| Fluid levels | | | |
| No body damage or other issues | | | |

