



PURPOSE

This program provides guidance for Special Events held on the grounds of or in facilities owned and operated by the South Carolina Department of Administration, especially of the Statehouse complex, with the intent to protect attendees and property.

COORDINATION

Reservations for special events can be made by contacting Shearon Horry, the DOA Special Event Coordinator, at (803) 737-1215 or (803) 737-3880.

Arrangements for deliveries and parking can be made by contacting the Facilities Management Parking Office at (803) 734-1616 / 4185 / 1638.

A *Special Event Checklist* is attached for planning your event, such as:

- Tents – flame resistant, tied down, adequate exits and extinguishers
- Cooking / fuel powered equipment - protective measures
- Trip Hazards – cable covers used for walkways
- Safety Plan – special considerations for events with 200 or more attendees

All special events are governed by OSHA regulations and the International Fire Code. Any special event is subject to inspection by a Safety Officer / Resident Fire Marshal to ensure compliance with fire and safety regulations. If your event involves any of the following, please contact Bernie Lee, WP (803) 737-2315, Cell (803) 513-5352 or BLee@oed.sc.gov (find more detailed information in the fire and life safety codes and the attached *Special Event Safety Checklist* and *Examples*).

- Tents of 400 square feet or more
- 200 people or more are expected to attend
- Open flames, burning or smoke emitting materials, or deep fat frying cooking oils, gel fuels, etc., i.e., used for cooking operations
- Any fuels such as Liquid Petroleum Gas, Natural Gas, Propane, gasoline, diesel, etc., i.e., used to power combustion engines or generators
- Special effects materials, pyrotechnics and fireworks

Contact the Bureau of Protective Services at (803) 734-2422 for guidance and assistance with event security.

Attachments:

1. Special Event Checklist
2. Special Event Safety Checklist
3. Examples



ATTACHMENT 1

SPECIAL EVENT CHECKLIST

Date of Event _____

Start Time _____ End Time _____

Intended number of attendees: _____ persons

Set up Date _____ Start Time _____

Tear Down Date _____ Start Time _____

Floor plans with dimensions to include:

- Seating arrangement
- Exit locations
- Portable fire extinguishers: locations, types and sizes
- Type and location of cooking operations:
 - ___ Electric: Hot Plate / Stove / Oven / Toaster / Microwave
 - ___ Sterno-Type (Warming Only)
 - ___ Deep Fat Frying
 - ___ Open Flame: Gas Stove / Charcoal Grill
 - ___ Other (stipulate): _____
- Type of Heating Equipment: ___ Gas ___ Electric

Tent capacity / Maximum Occupancy: _____ persons

Certification of tent's flame-resistance (on site if tent not labeled)

Electrical equipment and power needs:

Point of Contact	NAME	Work Phone	Cell Phone	E-Mail
Event coordinator				
Tent vendor				
Catering				

Safety Plan (for 200 or more – available on site and upon request)

Add sheets for additional contacts / information, as needed

SEND TO:

Special Event Coordinator and
 1200 Senate St., Ste 460
 Columbia SC 29201
 Attention: Shearon T. Horry
 E-Mail: shorry@gs.sc.gov

Safety and Emergency Services
 921 Main Street, Room 113
 Columbia SC 29201
 Attention: Bernie Lee, Resident Fire Marshal
 E-Mail: BLee@gs.sc.gov

ATTACHMENT 2

SPECIAL EVENT SAFETY CHECKLIST

TENTS

A. Separation:

- (1) Tents - 20 feet from buildings
- (2) Parked vehicles or internal combustion engines - at least 20 feet from all tents
- (3) Cooking tents separated from other tents by a minimum of 20 feet

B. Anchoring: Adequately brace and anchor tents against the wind, rain, ice and snow to prevent collapse

C. Flame Resistance: If a tent is not labeled the vendor should have documentation available from the manufacturer to confirm each tent meets the NFPA 701 standard for flame retardant materials

D. Exits:

- (1) Tents intended for attendance of more than 49 persons - at least two (2) exits as far apart as possible with each exit able to accommodate at least 50 percent of the tent's capacity
- (2) Spacing - at equal intervals around the perimeter of the tent and located such that all points from within the tent are 100 feet or less from an exit
- (3) Exit openings - remain open unless covered by a flame-resistant curtain
- (4) Egress pathways - adequate aisle widths and kept clear of obstructions at all times
- (5) Clearly marked with exit signs (self-luminous or internally or externally illuminated)
- (6) Curtains, drapes or decorations - does not visually or physically obstruct exit doors/openings, exit signs, fire extinguishers or any other fire and life safety equipment at any time
- (7) Maximum Occupancy (tent capacity) - conspicuously posted near the main exit

E. Fire Department Access:

- (1) Fire lanes – free from obstructions or barricades at all times
- (2) Fire hydrants or fire department connections - keep a 15 foot clearance
- (3) Fire break / fire road - maintain an unobstructed passageway not less than 12 feet wide on all sides of all tents

F. Sources of Ignition:

- (1) “NO SMOKING” signs - posted throughout the tent
- (2) Open flame, flammable or combustible liquids or cooking devices - at least 4 feet from the tent walls (recommend cooking on the outside of or in a separate cooking tent from the main event tent)
- (3) Cooking and heating equipment - located more than 10 feet from exit
- (4) Propane gas cylinders - secured from falling
- (5) Combustible materials - keep at least 20 feet from any tent
- (6) Decorations (including hay and straw) - flame retardant
- (7) Sawdust and shavings - kept flameproof at all times by wetting daily
- (8) Candles, except gel fuel (Sterno) for food warming - Prohibited
- (9) Combustible trash - removed at least daily
- (10) Portable generators & other internal combustion engines/power sources –
 - a. Keep at least 20 feet from tents
 - b. Isolate from the public, i.e. fenced or enclosed
- (11) Refueling - performed in a location not less than 20 feet from any tent
- (12) Fire watch personnel - at the discretion of the Fire Marshal
- (13) Supplemental GFCI (ground fault circuit interruption) - recommended for temporary power cords used outdoors

Portable Fire Extinguishers

- A. Large tents - at least one 2A-10BC rated fire extinguisher for every 3,000 square feet of floor space and within 75 feet of travel
- B. Sterno-type food warming - a portable 2A-10BC rated fire extinguisher available within 30 feet of travel
- C. Food cooking that produces grease-laden vapors – a Class K rated fire extinguisher within 30 feet
- D. Status - operational and inspections are current
- E. Conspicuously visible

Tripping Hazards

Electrical cords, especially across walkways - protected against trips and falls by taping them down or placing them in cable covers



Safety Plan

If more than 200 people are expected to attend the event, a responsible event coordinator will develop and have on site a written fire safety plan which provides a reasonable degree of safety for the attendees and the affected public. Expected items in a special event safety plan include:

- A. A site plan drawing showing:
 - (1) the property's dimensions
 - (2) vendor locations with the number, sizes and types of tents that will be erected with interior seating and support arrangements
 - (3) vehicle access and parking
 - (4) location and number of personal sanitation units (Porta Potty Restrooms)
- B. A written and communicated evacuation plan in the event of emergency such as high wind or fire
- C. A description and/or site drawing with:
 - (1) emergency vehicle access, fire hydrants, emergency medical services (1st Aid and water stations; paramedics and ambulance)
 - (2) designated evacuation assembly area
 - (3) crowd control and/or security

ATTACHMENT 3

EXAMPLES



Tents for 50 or more people – at least two (2) exits far apart
with exits marked and Maximum Occupant Load posted

Tents are anchored (Staked or Barrels at least half full of water)





ABC



K

Class ABC portable fire extinguishers need to be available within 75 feet and within 30 feet for Cooking / Warming (**Class K** extinguisher for deep fat frying)

Open flame / deep fat fryer at least 4 feet from tent material

Tents made of flame-resistant material



Cooking with gas



Deep fat frying



Warming dish with gel (Sterno) fuel



Open flame grill



Cooking tents are separated by 20 feet on all sides

At least 12 feet between tent rows (for fire fighting vehicle)



At least 15 feet from fire hydrants & connections

Vehicles at least 20 feet from tents

Combustion engines / generators at least 20 feet from tents and fenced



Cable protectors across walkways for electrical (GFCI also recommended)



A large scale event with 200 or more attendees needs a Safety Plan to outline functions and responsibilities such as:

- Designated and trained staff to direct attendees during emergency
- 1st Aid / Water Stations with Nurse/Paramedic and Ambulance standby
- Portable Sanitation Units (Porta Potty Restrooms)
- Security



1st Aid / Water Station



Port-A-Johns

SPECIAL EVENTS ON CAPITOL COMPLEX

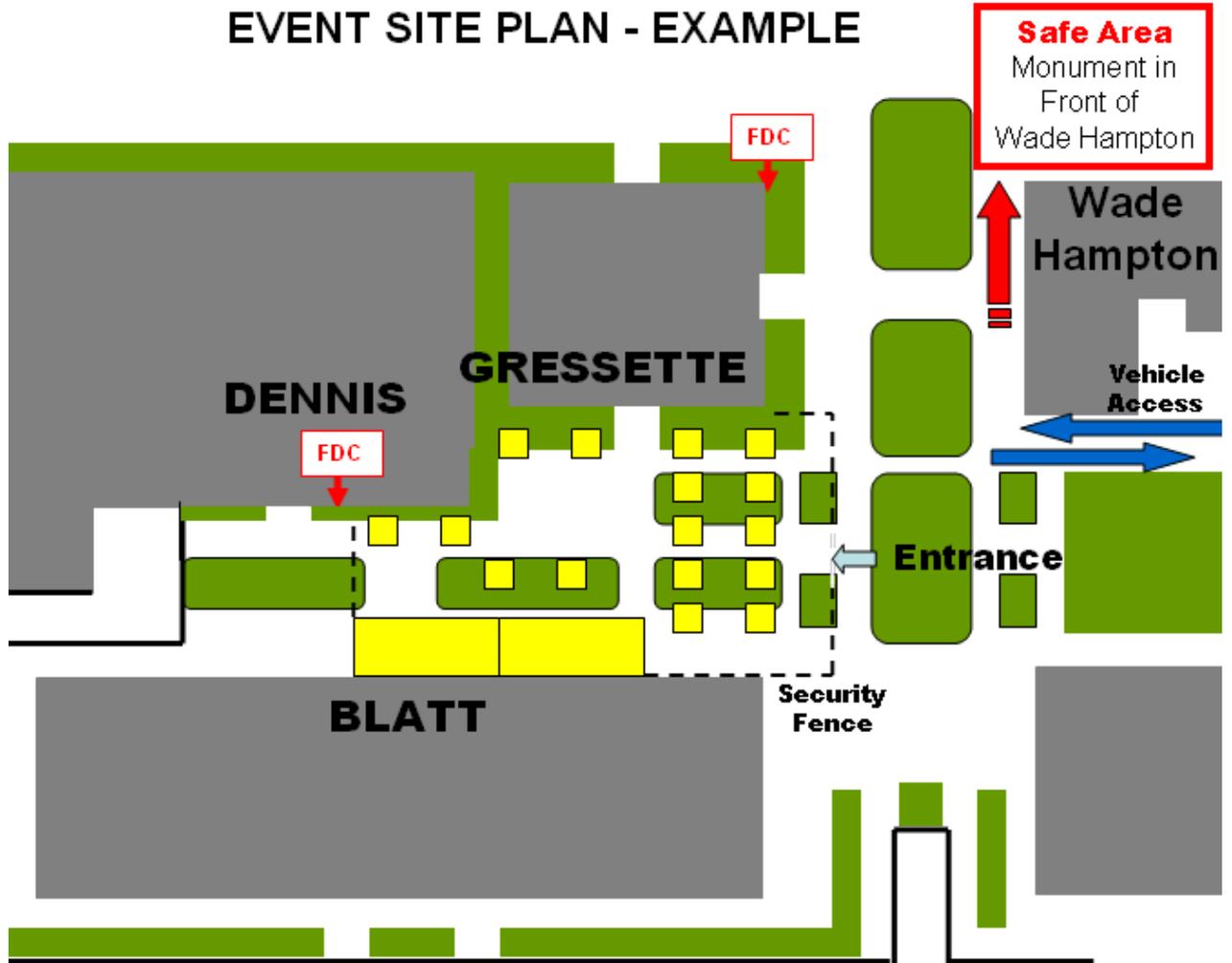


Special Events are normally held on the terrazzo level between the Blatt, Gressette and Dennis Buildings, and between the Brown and the Wade Hampton Buildings. Other special events are also held on the North and South steps of the State House.

Vehicle access for vendor delivery is from Sumter Street (between the Brown and Calhoun Buildings). Parking is also available at this entrance. Access and parking for these areas are coordinated by the Facilities Management Parking Office at (803) 734-1616 / 4185 / 1638.

Emergency vehicle access is also from Sumter Street. Another emergency access is on the North side of the State House at the intersection of Main and Gervais Streets. This access is controlled by the Bureau of Protective Services at (803) 734-2422 / 8700.

EVENT SITE PLAN - EXAMPLE



TENT ARRANGEMENT EXAMPLE



Two (2) 20' x 40' Party Tents



10' x 10' Canopy

