

# Oberlin College & Conservatory

## Student Union Fire Safety Guidelines

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**Policy Title:** Student Union Fire Safety Guidelines

**Responsible Position for Policy:** Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union, Wilder Building Manager

**Office/Department Responsible for Policy:** Student Union Office (Wilder 111)

**Division Responsible for Policy:** Student Life

**Original Issue Date:** ()

**Last Revision Date:** (05/26/2020)

**Log of Previous Revisions:** (01/2020)

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**I. Policy Purpose** Student Union staff at all times follows any guidelines set forth by the College for fire safety. In addition, files are maintained for fire capacities for all rooms that may fall under the purview of the Student Union. EMS (scheduling software) contains the capacity for all rooms on campus of which we are aware. For rooms under the Student Union (Wilder, Cat in the Cream, College Lanes, 'Sco, Finney, Root Room) we maintain the information from the fire marshal with the various capacities depending on the use off the room.

**II. Policy Statement** This policy is to ensure the safety of students, faculty, and staff as well as ensuring there be minimal damage to school property.

**III. Policy Scope/Eligibility:** Policy applies to all administrators, staff, faculty, organizations, students and visitors.

**IV. Administration:** Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

**V. Procedures:**

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- I. I. When planning events, fire code capacity is always stressed.
- II. II. When necessary, students are mandated to station someone at the door with a people counter and deny access after capacity is reached.

- III. III. When using tickets, students are given clear guidelines as to the number of tickets they may print/distribute for a specific venue.
- IV. IV. In all cases, student workers, performers, safety personnel, etc. are first deducted from the capacity before the number of guests is determined.
- V. V. When using decorations, all decorations must be first approved by the Fire Chief. Most decorations must be flame retardant, not just flame resistant. Final determination is at the discretion of the Fire Chief.

Reviewed: 1.2020