
SMOKE AND FOG POLICY

Category: Events and Facilities

Responsible Office: Environmental Health & Safety Office

Date Established: 11/01/2009

Date Last Revised: 03/23/2015

Date Posted to Library: 04/01/2016

POLICY SUMMARY

In order to maintain optimal safety conditions, this policy establishes regulations regarding the use of produced smoke, fog, and other special effects during concerts and performances at SUNY Buffalo State. It explains the rules and limitations that will apply whenever any type of performance requires the deactivation of fire safety devices. This policy applies to fog and cold smoke effects only; flames and pyrotechnics of any sort are not permitted on the SUNY Buffalo State campus.

POLICY

Policy Statement

The representative or sponsor of a planned concert or performance must notify the Environmental Health & Safety (EH&S) Office of any request to shut off certain fire safety devices at least 48 hours prior to the event. The representative or sponsor must inform EH&S of:

1. The type of effect or device that would require certain fire safety devices to be temporarily shut off (Only fog and cold smoke effects will be considered; flames and pyrotechnics of any sort are not permitted on the SUNY Buffalo State campus.)
2. A timeframe for how long the fire safety devices would be shut off.

EH&S will notify the University Police Department and the City of Buffalo Fire Department of any planned shutdown of fire safety devices.

Once fire safety devices are taken out of service, a fire watch must begin immediately:

1. The individual(s) tasked with performing the fire watch must not be required to perform any additional tasks. Their sole responsibility shall be performing the fire watch.
2. The individual(s) tasked with the fire watch must be in constant circulation throughout the building, and must be in constant communication with the University Police Department.
3. The individual(s) performing the fire watch must be aware of the locations of emergency exits and pull stations throughout the building, should an emergency arise and their use be needed.
4. The audience of the performance must be alerted that there have been fire safety devices taken out of service, and that a fire watch is being provided.
5. The fire watch will not cease until the safety devices are put back into service and EH&S has notified both the University Police Department and the City of Buffalo Fire Department that all safety devices are in service.

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Applicability

This policy applies to all those involved with a concert or performance at SUNY Buffalo State where fire safety devices are taken out of service.

Definitions

Fire safety devices - Any devices installed in a building for the purpose of fire prevention or control. This includes but is not limited to smoke detectors, heat detectors, sprinklers, warning strobe lights, fire alarms, and pull stations.

Fire watch - Constant inspection of a building for fire or emergency when fire safety devices are not in working order or are disabled. The person(s) performing this act must walk throughout the building with the sole intent of watching for fire. This process must persist until the fire safety devices that were taken out of service are put back into service.

Responsibility

Who should know this policy

- Any party disabling fire safety devices for the purpose of a performance or event using campus facilities
- Sports Arena staff
- Events Management Office staff
- Performing Arts Center staff
- Burchfield Penney Art Center staff
- Environmental Health & Safety Office staff

Any party disabling fire safety devices for the purpose of a performance or event using campus facilities

Any party disabling fire safety devices for the purpose of a performance or event using campus facilities must adhere to the following:

1. Notify the Environmental Health & Safety Office of the intent to remove fire safety devices from service.
2. Provide a list of specific fire safety devices that will be taken out of service at least 48 hours prior to the event.
3. Provide a timeframe stating how long fire safety devices will be out of service.
4. Provide a fire watch in the area specific to the fire safety devices that will be removed from service.

Environmental Health & Safety Office

- The Environmental Health & Safety Office, once notified of fire safety devices that will be removed from service, will:

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1. Notify the University Police Department of the fire safety devices that have been removed from service.
 2. Notify the University Police Department with a timeframe of how long the fire safety devices will be out of service.
- The Environmental Health & Safety Office is responsible for: maintaining this policy; providing guidance regarding this policy; monitoring adherence to this policy; and reporting instances of non-compliance to appropriate officials and/or levels of management.

RELATED INFORMATION

Related Links:

[SUNY Buffalo State Fire Panel Shutdown and Fire Watch Policy](#)

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 03/23/2015

Brief description of edit: Adapted to standard template

APPROVAL

Approved prior to 2016