



## Environmental Health and Safety Guidelines for Events using College Facilities

These guidelines have been developed to assist students, faculty and staff in understanding the potential health, safety and environmental requirements that may be applicable during special events.

***It is the responsibility of the College department holding the event to communicate these guidelines to anyone (either external parties or internal staff) using HVCC space for a special event. It is also the department's responsibility to oversee the event to ensure that it conforms to these guidelines.***

For further information or questions, please contact the Environmental Health and Safety Department at 629-7163 or 629-7787.

### General

- Event setup and activities must comply with the current NYS Fire and Building Codes and all other applicable local, state and federal environmental, health and safety regulations.
- The event may be subject to inspection by local, state and federal regulators and HVCC Environmental Health & Safety Department. A floor plan must be submitted to the County Code Enforcement Official and Environmental Safety & Health for review and approval no later than one week prior to the event.
- A floor plan showing electrical, water or other services needed must be submitted to the College's Physical Plant department no later than one week before the event for approval. The Physical Plant department will supervise all utility needs during the event.
- Tobacco use is prohibited on all Hudson Valley Community College grounds and properties. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (smokeless, chew, snuff). It also includes any product intended to mimic tobacco products or contain tobacco flavoring.

- Emergencies: for assistance due to any type of emergency, contact the College's Public Safety Office: 629-7210 (or 911 from a campus phone).

### Fire & Life Safety

- Exhibits, booths, storage, materials, and equipment must not block fire/life safety equipment (extinguishers, fire alarms, emergency phones, fire panel box, etc.). Such items must not impede in any way an exit access, exit door or exit aisles.
- Events that significantly change the intended use of the space and/or change the occupancy load permitted may be subject to review by the County Code Enforcement Official and HVCC staff for compliance with fire life safety requirements.
- Halogen lights or other similar lights that produce significant heat are prohibited. EXCEPTION: halogen lights 50W or less are permissible with the condition that no flammable materials are within one foot of the lights. Fabrics that have been treated and flame tested (must have proof) are NOT considered flammable materials.
- Open flames (including candles) are generally prohibited, unless permission is granted by Environmental Health & Safety. Generally, all open flames and sources of combustion must be located outdoors, at a distance of 10 feet from any building.
- All materials used for decorative purposes, curtains, banners, valances, canopies, awnings, and table skirts must be treated with flame proofing and documentation of such made available. Oil cloth, tar paper, and sisal paper are prohibited.
- Reserve supplies must be kept in closed containers and stored in a neat and compact manner. No more than one day's supply of combustible storage is allowed beneath tables.
- No storage of any kind will be allowed behind curtains or in stairwells.
- Width of aisles must be adequate for emergency egress.
- Lighted EXIT signs must not be blocked and all exit doors must be readily accessible.
- Open burning is prohibited.

## Electrical

- Exterior and interior utility, mechanical and electrical equipment must not be blocked. Keep 15 feet distance from all high voltage electrical equipment.
- GFI circuits are required for any area where water will be used or present.
- All electrical equipment brought on site is subject to approval by the College's electricians.
- Temporary wiring and extension cords must be of the appropriate type for the application and in compliance with the National Electric Code.
- All electrical cords, devices and appliances must be UL listed and maintained in good condition. Cords with cracked or damaged insulation or other damage may not be used.
- Don't overload outlets, extension cords or power strips. Check the maximum capacity of an extension cord or power strip, and make sure you don't exceed it.
- Power may not be shared between booths or vendors. A dedicated power source is required for each booth.
- No persons, other than the College's qualified electricians are permitted to access electrical panel boxes or circuits. If a fuse trips during an event, a College electrician must be called in to investigate the source of the problem before the circuit is re-set.

## Hazardous Materials and Equipment Safety

- No liquefied petroleum gases (propane, butane, etc.) fuels (gasoline, diesel) are permitted indoors for use or storage. Any such materials must be located outside at a distance of 10 feet from any building.
- Motor vehicles are permitted indoor only if the fuel in the tank does not exceed one-fourth of the tank capacity or 5 gallons, whichever is less AND the battery is disconnected. The fuel tank must be closed and sealed; no fueling or de-fueling can take place indoors.
- Helium tanks used during setup (balloons) or other compressed gas cylinders must be secured during use and stored away during show hours. Helium and all other compressed gases must be stored outside with cap in place and secured from falling or from tampering by others.

- If hazardous materials are to be used, the College's Director of Environmental Health & Safety must be provided with a list of materials and the Material Safety Data Sheets at least one week before the event for review and approval.
- Any spills or releases of hazardous materials must be cleaned up promptly. Event workers must be properly trained and appropriate spill response material must be on hand. For large spills, contact the College's Public Safety Office (629-7210) for outside assistance.
- Use of any heavy equipment, including for lifts or aerials lifts, is subject to approval by the College's Physical Plant.

#### Use of Tents or Canopies

- When tents greater than 200 square feet or canopies of certain sizes will be erected, a permit must be obtained from the Rensselaer County Code Enforcement Official. There is no fee for the permit. The College's Tent Permitting Procedures must be completed and submitted no later than one week before the event.
- The College's Physical Plant department must be on site when tents are erected. No staking is permitted.

#### Food Safety and Environmental Issues

- Food service on campus is exclusively provided by the vendor contracted with the HVCC Faculty and Student Association. At their discretion, this requirement may be waived. Any other food service provided must obtain a temporary food permit from the Rensselaer County Health Department (270-2678). The permit must be prominently displayed during the entire event.
- Water must be served through approved potable water system.
- Food, waste water, wash water, cooking water or any other liquids must not be dumped down exterior stormwater drains. This is a violation of environmental regulations. Non-chemical, non-greasy liquids may be poured down sinks inside the building, in the bathroom or custodial closet. Food should be collected and disposed as solid waste. Grease or chemical waste must be properly collected and transported offsite in a closed container for recycling or disposal.

The College's Environmental Health & Safety Department, the County Code Enforcement Official and other local, state and federal officials have the right to inspect all events for

compliance with applicable environmental, health and safety regulations. Failure to comply with regulatory requirements can result in mandatory suspension of the activity in violation.