

Imperial College London

**FIRE SERVICES
ROOM 174, SHERFIELD BUILDING**

Code of Practice

Revision No: 1
Date: 28/01/08

Event Guide

The purpose of this document is to allow you to have an event without falling foul of the Fire Regulations and conditions. It cannot, however, be seen as a substitute for actually discussing what you want to do with the Fire Office and the Conference Operations Office (Ops).

How to avoid problems with the Fire Regulations

- Talk to Ops about the desired configuration of the venue that you are using. They will be able to advise you as to what is possible and the implications it has for the seating capacity of the venue.
- Should the desired configuration be unusual, ensure that the Fire Office is aware of what you are proposing and that they have approved it.
- The capacity figures given for the venue is **FINAL** and **CANNOT** be exceeded under any circumstances. The Union Stewards will enforce this number – so don't oversell tickets as people will be turned away at the door.

Materials that are flammable and are on stage e.g. Paper, cardboard or cloth

- This applies to all materials that are on stage, but not being worn by someone. These materials must be fire proof, that is to say, they do not burn when exposed to a naked flame for five minutes.
- The Fire Office reserves the right to conduct a "Flame Test" on anything that they chose to. Usually an unobtrusive corner of the item is selected for the test, but testing may be carried out on any part, so everything must be fire retardant.
- Wooden items that are over one inch thick do not need to be fire-proofed as they are deemed to be inherently fire retardant. Items below this thickness either need to be marked by the manufacturer as inherently Fire Retardant or treated appropriately.
- The Fire Office's decision is **FINAL** and there is **NO** appeal.
- The most effective way to make items flame proof is to coat them in a chemical called FlamBar. This can be purchased from DramSoc (48102). Flints (020 7703

9786) and Stage Electrics (020 7939 3000). It is important to ensure that the correct formulation for the material in question is being used. If in doubt – ASK.

- If the stage or sides of the venue are to be draped, be aware that the venue operates a preferred supplier system and DrapeStar are the preferred drape specialists. Other companies will need to be approved by both the Conference Office and Fire Office before they can work in the venue.
- If using cloth that claims to already be fire retardant without further action by yourself, the Fire Office needs to see the manufacturers certificate. The certificate has to be recent or it may not be accepted.

Naked flames

- Naked flames are very rarely permitted, another solution should be found.
- Should a naked flame be necessary to the event, (e.g. religious reasons), liaise with the Fire Office and the Conference Office **AT LEAST** one month ahead of the event.
- Discussing the issue does not guarantee that you will be authorised to use a naked flame, but the Fire Office may be able to suggest suitable alternatives.

Pyrotechnics/Smoke effects

- A list of approved suppliers for working in the venue exists, and can be obtained from Ops. Any other company that wishes to use effects in the venue will need prior approval by the Fire Office and Ops.
- Discuss your requirements with your approved supplier **AT LEAST** one month before the event and they will make all the necessary arrangements directly with the Fire Office.

On the Night

- The Union, Ops and the Fire Office have developed a close working relationship, which means that all groups know what has been authorised – ensure no banned materials creep into the event.
- If banned materials are found, DramSoc/Stewards/Fire Officers/Security may suspend the event until the items are removed, or stop the show altogether.
- Any failure to comply with the one month deadlines will automatically mean that the items in question are not able to be used

General

The Policy is in place to enhance everyone's safety and enjoyment during the event and is not intended to be unnecessarily restrictive. As long as you plan ahead properly almost anything you wish to achieve can be accommodated.

Chief Fire Officer