

**ROGER WILLIAMS UNIVERSITY PROCEDURES FOR
TOWN OF BRISTOL FIRE/POLICE DETAILS, CROWD MANAGERS
ROOM CAPACITIES AND TENT PERMITS**

When Are Details Required

Fire

Fire Details are required for any indoor event hosting more than 300 people. This includes athletic events, conferences, lectures, etc. The 300 includes all those in attendance (presenters, staff, catering, etc.), not just the invited individuals.

For outdoor events, required fire details are in the discretion of the Town Fire Chief in consultation with the EH&S Department. Such could (and most likely will) be required for large outdoor events under a tent (e.g. commencement), large outdoor gatherings (e.g. a carnival), or outdoor higher-risk events (e.g. the bonfire, fireworks, etc.).

Police (Traffic Detail)

A police detail (Bristol Police Officer) with a marked cruiser is required when a campus event (or multiple events are the same time) with an expected large number of guests (1500 or above) are coming onto campus could cause a disruption in the normal traffic flow on a state highway (route 136).

Police (Crowd Control)

A minimum of two sworn police details (Bristol Police Officers) are required for large indoor events that have the possibility of crowd control issues (e.g. large concerts or athletic events).

For outdoor events, required police details are in the discretion of the Town Police Chief and University Director of Public Safety.

Ambulance / EMT Services

The Director of Public Safety shall determine whether on-site ambulance services are needed for particular events (e.g. large concerts to handle SDA's).

Indoor athletic events that require a Fire Detail (i.e. 300+ people) may request that one of the assigned Bristol Fire Department members be a Rhode Island licensed EMT.

It is recommended that the organizers of any athletic events request EMT Services from the Department of Public Safety prior to any event where an athletic trainer will not be present.

If a Detail is Needed / Points of Contact

If a detail is needed (or if there are questions regarding the need for a detail) the following should be contacted to request a detail from the Town of Bristol Police and/or Fire Departments (*no one, apart from the following, should be requesting details*):

- Fire Details: Kathy Souza (alternate Cat Conley)
- Police Details: Pam Moffatt-Limoges

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Revised July 16, 2014

This applies to all events on campus, regardless of whether it is an RWU event or an outside group using RWU's facilities (e.g. Bristol-Warren Schools for Mt. Hope High Graduation).

Details should be requested as early as possible, preferably at least 30 days in advance of the event.

Costs of Details & Processing Payments

Costs:

MON-FRI	7:00AM-4:00PM	\$45.00 per hr
MON -FRI	4:00PM-7:00AM	\$59.00 per hr
SAT/SUN/HOLIDAYS		\$59.00 per hr

Police Cruiser

DETAIL RATE FOR USE OF A POLICE
CRUISER IS **\$20.00 PER HOUR.**

Fire: \$30.00/ Hr. Minimum of 4 Hrs.

If the Portsmouth Fire Department "Brush Truck" is needed (e.g. for the bonfire) additional costs are \$44.00/ Hr. (minimum of 4 hours)

Processing Payments

Currently for Police and Police details, the individual police officers on the detail are paid directly by RWU. The Police Officer(s) are required to submit a payment form to Public Safety and such is signed off and processed through Finance (Accounts Payable). Payments will be 1099'd.

Currently for Fire details, the individual fire detail or EMT on the detail is paid directly by RWU. The individual Fire Department members are required to submit the payment form to the event manager listed on the detail request form and such is signed off and processed through Finance (Accounts Payable). Payments will be 1099'd.

Other Items

Crowd Managers

Certified Crowd Managers are required at any event within a University building or tent which triggers the requirement for a Fire Detail. The Fire Detail does not act as a Crowd Manager. At least one crowd manager is required at each event and more than one at the discretion of the Fire Chief. The University Dept. hosting the event is required to make the necessary arrangements to meet this requirement. Questions regarding the Crowd Managers requirement should be directed to the Dept. of EHS.

Tent Permits

Rhode Island and Town of Bristol law requires both a building permit as well as a fire-safety inspection for **any tent that is 350 sq. ft. or larger.**

This applies to all events on campus.

The fee schedule for the building permit is as follows (USE ONLY THE TENT PRICE - do not include chairs, lights, extinguishers etc.):

Revised January 20, 2012
Revised July 16, 2014

- Town fee of \$35.00 for every \$5,000.00; plus
- Everything over \$5,000 is an additional \$7 per \$1,000.00; plus
- State fee of \$1.00 for every \$1,000.00

Example: Tent price total \$ 2,700.00 = \$ 35.00 plus \$3.00 for total fee of \$38.00

Example: Tent price total \$8,000.00 = \$35.00 plus \$21.00 plus \$8.00 for total fee of \$64.00

Fire-safety inspections charges are generally included as part of the tent rental (if not, the fee is \$30.00).

All building permits for tents shall be processed through EH&S. The only exception is tents for private weddings, where building permits (and inspections) will be obtained by Newport Tent Company directly. Please submit requests at least 4 weeks in advance of the event and include a check request for the permit fee. Note: There is a special requirement for any tent request that is directly beside the transformer behind Global Heritage Hall. The Bristol Fire Chief has made allowances for a specific tent size and location at this site. Please contact EH&S if you plan on having a tent in that location.

Room Capacities

EH&S is currently developing approved capacity (and set-up) plans for all major function spaces on campus. These will eventually be approved by the Bristol Fire Department. Once approved they will be distributed and will essentially be “pre-approved” room plans/capacities. No further approval of room set-ups is necessary if the pre-approved set-up is used. Any set-up that is not pre-approved must be approved by EH&S and as applicable, the Fire Department, in advance of the event to confirm that the event does not exceed the maximum room capacities under the Fire Code.

Pre-Meetings for Major Events

For all major events (e.g. commencement), there will be a pre-meeting prior to the event (preferably at least 1-2 weeks prior) with representatives of the Police and/or Fire Departments (as applicable), Public Safety and/or EH&S (as applicable) and the event organizers to discuss logistics and detail assignments. If there will be both Police and Fire details, the meeting should be a consolidated meeting involving both groups.

Pre-Inspections For All Events

A Fire Safety Walk through will be conducted by EH&S for all events that require a Fire Detail.