**Event Name:**

**Event Date:**

**Internal Contact:**

**Instructions:** Please fill out to make sure you are prepared prior to the start of the event..

Please Note: Local jurisdiction may have more stringent requirements.

|  |  |  |
| --- | --- | --- |
| Event Date: | Event Start Time: | Event End Time: |
| Event Name: |
| Event Location (Bldg. & Room Number): |
| Occupancy/ Capacity of Reserved Space: |  |
| Anticipated Crowd Size: | Weather Forecast for time of event: |
| Sponsoring Organization: |  |
| Responsible Person: | Phone Number: |

***Attach Organizational Chart & Communication Plan***

FIRE ALARM SYSTEM (INDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Is fire alarm panel in NORMAL condition? | Yes | No | N/A |
| 2. | Are all fire alarm pull stations accessible and in clear view? | Yes | No | N/A |
| 3. | Are evacuation plans posted? | Yes | No | N/A |
| 4. | Has event staff been trained on emergency evacuation procedures? | Yes | No | N/A |

AUTOMATIC SPRINKLER SYSTEM AND FIRE EXTINGUISHERS (INDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. | Are automatic fire sprinkler main supply valves in the OPEN position and secured? | Yes | No | N/A |
| 6. | Do gauges at the automatic fire sprinkler control valve read normal pressure(s)? | Yes | No | N/A |
| 7. | Are there 18 inches of clearance below all sprinkler heads? | Yes | No | N/A |
| 8. | Are all fire extinguishers accessible and unobstructed? | Yes | No | N/A |
| 9. | Do all fire extinguishers read normal pressure, and have pin & seal in place? | Yes | No | N/A |

MEANS OF EGRESS (INDOOR EVENT)

Name & after-hours phone number of Fire Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10. | Are all exit signs illuminated and visible? | Yes | No | N/A |
| 11. | Are all exit doors unlocked and working properly? | Yes | No | N/A |
| 12. | Are all corridors, exit doorways, exit stairs or exit routes clear of obstructions? | Yes | No | N/A |
| 13. | Are aisle ways and doorways free of obstructions i.e., power cords, tables, chairs, etc.? | Yes | No | N/A |
| 14. | Is there an occupant load sign posted at the main exit/ entrance? | Yes | No | N/A |
| 15. | Will the number of event guests not exceed the posted occupant load sign? | Yes | No | N/A |

SEATING FOR PLACES OF ASSEMBLY (OVER 50 PEOPLE – INDOOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16. | Was seating arrangement reviewed and approved by Fire Inspector? | Yes | No | N/A |
| 17. | Are there no more than 14 chairs in any row of seats? | Yes | No | N/A |
| 18. | If 250 chairs or more are in use, are they bound together in groups of at least three? | Yes | No | N/A |
| 19. | Have bleachers been inspected? Do bleachers over 42” high have side & back rails? | Yes | No | N/A |
| 20. | Are exterior seating areas clearly defined and marked? | Yes | No | N/A |
| 21. | Is crowd monitoring and security proper for anticipated crowd size and behavior? | Yes | No | N/A |
| ELECTRICAL SAFETY (INDOOR OR OUTDOOR EVENT) |
| 22. | Has Electrical / Fire Inspector (s) approved permit and conducted needed inspections? Documentation of permit and inspections are on-site | Yes | No | N/A |
| 23. | Are electrical generating and distribution equipment properly protected from movement, contact from vehicles, workers, and visitors? | Yes | No | N/A |
| 24. | Are electrical wires run in manner to minimize tripping hazards? | Yes | No | N/A |
| 25. | Are electrical wires properly secured? | Yes | No | N/A |
| 26. | Are extension cords in good condition with no frayed wires? | Yes | No | N/A |
| 27. | Are extension cords secured to prevent tripping hazards? | Yes | No | N/A |
| 28. | Are extension cords supplying power to no more than one appliance? | Yes | No | N/A |
| 29. | Are electrical cords plugged into a ground fault circuit interrupter if used outdoors? | Yes | No | N/A |
| 30. | Are all portable generators at least 25 feet from any structure, isolated from the public, and of sufficient capacity to run without refueling during the event? | Yes | No | N/A |
| 31. | Are light fixtures below 8 feet high provided with protection from contact (shields, cages, glass, etc.)? | Yes | No | N/A |
| 32. | Is lighting sufficient for all areas of event? | Yes | No | N/A |

FOOD HYGIENE (Indoor or outdoor event)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 33. | Has local Department of Health been notified and made appropriate inspections? | Yes | No | N/A |
| 34. | Are gloves provided for the safe handling of foods? (Note: No bare hands should touch ready to serve foods) | Yes | No | N/A |
| 35. | Are cold foods kept below 40° F and hot foods above 140° F? | Yes | No | N/A |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 36. | Is there a three compartment sink provided for cleaning and sanitizing utensils? |  | No | N/A |

 | Yes |

|  |  |  |
| --- | --- | --- |
|  No | No | N/A |

 | N/A |
| 37. | Is there a means to wash hands with soap and water? | Yes | No | N/A |
| 38. | Are signs posted reminding food handlers to wash hands after using restrooms? | Yes | No | N/A |
| 39. | Is a class K fire extinguisher located in the cooking area adjacent to each group of cooking appliances? | Yes | No | N/A |
| 40. | Are exterior cooking appliances at least 10 feet from any combustible wall or roof and at least 20 feet from any building air intake, door or window? | Yes | No | N/A |

SPECIAL HAZARDS (INDOOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 41. | Are game / activity areas properly spaced and marked? | Yes | No | N/A |
| 42. | Has security been established for handling / transporting cash? | Yes | No | N/A |
| 43. | Are all hanging fabrics and decorations labeled flame retardant? | Yes | No | N/A |
| 44. | Was a permit issued and approved for use of smoke generating equipment, open flame devices or pyrotechnics? | Yes | No | N/A |

FIRE LANE & PARKING (INDOOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 45. | Are directional signs in place? Are traffic control cones, barricades, etc. in place? | Yes | No | N/A |
| 46. | Are fire lanes clear and unobstructed?  | Yes | No | N/A |
| 47. | Are areas designated for emergency vehicles staging? Has area been approved by Police, Fire, and EMS commanders? | Yes | No | N/A |
| 48. | Is parking area(s) sufficiently illuminated? Are traffic and parking control officers illuminated? | Yes | No | N/A |

TENTS & CANOPIES (OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 49. | Do large tents/ canopies have certification papers indicating they are flame retardant? | Yes | No | N/A |
| 50. | Are tents/canopies set up at least 10 feet from other tents/canopies and at least 10 feet from cooking equipment? | Yes | No | N/A |
| 51. | Are tent stakes and ropes properly marked / protected from inadvertent contact? | Yes | No | N/A |
| 52. | Have temporary stages and other raised platforms have been issued the appropriate building permits and have been inspected prior to use? Documentation is on hand? | Yes | No | N/A |

WALKWAYS / RAMPS / STAIRS (INDOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 53. | Have walking surfaces been inspected for slip-trip-fall hazards?  | Yes | No | N/A |
| 54. | Are walking surfaces provided with sufficient lighting? | Yes | No | N/A |
| 55. | Are stair treads and railings in good condition? | Yes | No | N/A |

COMPRESSED GAS CYLINDERS (INDOOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 56. | Are unused compressed gas cylinders secured in an upright position and capped? | Yes | No | N/A |
| 57. | Are there no more than two (2) propane gas tanks in a tent/booth? | Yes | No | N/A |

OTHER CONSIDERATIONS (INDOOR OR OUTDOOR EVENT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 58. | For high risk events (e.g. mechanical bull riding, etc.), has vendor provided liability insurance certificate and or has event insurance been purchased? Consult with Risk Manager | Yes | No | N/A |
| 59. | Have event / open / athletic fields been inspected for slip-trip-fall hazards? | Yes | No | N/A |
| 60. | Emergency services (first aid station, command post, etc.) are marked / identifiable? | Yes | No | N/A |

ADDITIONAL COMMENTS

Signature of Event Coordinator or Designee Name (Printed) Date