UC San Diego
Environment, Health and Safety

SPECIAL EVENTS SAFETY CHECKLIST TOOL

USE THIS FORM TO INSPECT YOUR SPECIAL EVENT FACILITIES. SAVE TIME AND EXPENSE BY IDENTIFYING AND CORRECTING DEFICIENCIES SO THE GENERAL SAFETY SPECIALIST OR DEPUTY FIRE MARSHAL ONLY NEEDS TO INSPECT YOUR FACILITIES ONCE.

The answer to each question should be Yes, No, or N/A. If you are uncertain how to answer a question or need additional explanation, please contact EH&S at ehs-specialevents@ucsd.edu
(This form must be retained for three (3) years following the date of the event)

Event Name: _____ **Location:** _____

Event Date: _____ **Site Contact Name:** _____ **Phone Number:** _____

RISK MANAGEMENT (858) 534-2454

	Y	N	N/A
1. Have the contract liability clauses and insurance requirements been reviewed? *(Read Signing Contracts and Agreements if your event requires contracting for supplies services or facilities)*	❑	❑	❑
2. Do you have proof of campus self-insurance if required by third party vendors? *(See Proof of Insurance to learn how to get UCSD's Certificate of Insurance when an outside vendor requests it)*	❑	❑	❑
3. Are UCSD liability waivers used for high risk activities (amusement rides, sports, minors)? *(See Risk Management Insurance Forms for a selection of waivers that can be used to help reduce University liability)*	❑	❑	❑
4. Have you identified and evaluated possible risks *(alcohol service, exhibitors, minors, entertainment, controversial speaker, hazardous activity, transportation, money)?*	❑	❑	❑
5. Has responsibility, sponsorship, and supervision of the event been designated?	❑	❑	❑
6. Have any incidents occurred prior to the event? *(All incidents and accidents must be reported within 24 hours)*	❑	❑	❑
7. If the event is health-related, is professional credentialing and supervision in place?	❑	❑	❑

Contracting with Vendors

	Y	N	N/A
8. Have all contracts, purchase orders, and agreements been reviewed and signed for all vendors *(facilities, sound and lighting equipment, performers, rentals, port-a-potties, etc.)?*	❑	❑	❑
9. Have event cancellation, non-refundable deposits, and performer no-show clauses been negotiated?	❑	❑	❑
10. Does your contract outline expectations for abiding by UCSD's Principles of Community?	❑	❑	❑

SAFETY MANAGEMENT (858) 534-7513

Event Site Plan

	Y	N	N/A
11. Does your Event Site Plan match your original set up?	❑	❑	❑

Temporary Power

	Y	N	N/A
12. Are generators located at least 20 feet from any structure, isolated from the public, properly grounded and plugged into GFCI outlets, and of sufficient capacity to run without refueling during the event?	❑	❑	❑
13. Have you checked with the Campus Fire Marshal about approved locations for all refueling and storage prior to the start of the event and do you have California State Fire Marshal approved safety cans for refueling? *(Storage of fuel and refueling of fuel-powered equipment shall not be done within 50 feet of rides, booths, canopies or tents)*	❑	❑	❑
14. Do you have a fire extinguisher for your generator?	❑	❑	❑
15. Are extension cords properly sized, not overloaded, and positioned away from water? *(See Electrical Safety Guidelines for details)*	❑	❑	❑
16. Are extension cords and power sources secured to prevent trip hazards?	❑	❑	❑
17. Is there enough light for the event if it occurs at night?	❑	❑	❑

Inflatables

	Y	N	N/A
18. Is the inflatable set up on stable ground and a safe distance from hard surfaces?	❑	❑	❑
19. Do you have a valid Department of Industrial Relations (DIR) permit for your bungee or amusement ride?	❑	❑	❑
20. Did the rental company conduct an inspection of the equipment they set up?	❑	❑	❑
21. Will safety inspections be conducted during the event by the event sponsor or the rental company?	❑	❑	❑
22. Are safety rules posted and enforced?	❑	❑	❑

Animals

	Y	N	N/A
23. If animals participate in the event, do you have documented approval from the Campus Veterinarian? (Email Phil Richter: pjrichter@ucsd.edu or Marissa Jolstead: mjolstead@ucsd.edu or call 858-534-7316)	❑	❑	❑
24. Is there an animal caretaker in place to ensure public safety?	❑	❑	❑

SPECIAL EVENTS SAFETY CHECKLIST

Emergency / Evacuation Plan   **Y   N   N/A**

	Y	N	N/A
Emergency / Evacuation Plan			
25. Do you have an evacuation plan in place?	❑	❑	❑
26. Do you have medical response on hand and/or a first aid kit?	❑	❑	❑
27. Are there emergency phone numbers available in the event of a serious incident?	❑	❑	❑
Proper Water Usage			
28. Is only potable water being used (slip-n-slides, dunk tanks, etc.)?	❑	❑	❑
29. Have you ensured that no water is being dumped down the storm drain? *(See Storm Water Management Plan)*	❑	❑	❑
Food			
30. Do all food vendors have a signed food permit from EH&S? *(See Temporary Food Facility Requirements for permit application instructions and food service and sanitation requirements and How to Engage a Caterer or Restaurant for an Event on UCSD Property to learn how to hire a food vendor)*	❑	❑	❑

FIRE & LIFE SAFETY (858) 822-5706

	Y	N	N/A
Tents			
31. Do tents have certification of being treated with flame retardant if required?	❑	❑	❑
32. Will tents where cooking is performed be separated by at least 20 feet from other non- Cooking tents? Will all tents that prepare or serve hot food have a fire extinguisher?	❑	❑	❑
33. Is a charged and accessible fire extinguisher available for a booth/tent over 200 square feet?	❑	❑	❑
34. Does each tent, food truck, or the like have at least one clear exit with a minimum width of 36 inches? **DO NOT BLOCK EXITS**.	❑	❑	❑
Emergency Vehicle Access			
35. Is a 20' wide clear space corridor in the middle or on one side of the street for emergency vehicle access in your plan?	❑	❑	❑
36. Are all street barriers highly visible and easily and quickly movable?	❑	❑	❑
Compressed Gas Cylinders / Propane Tanks			
37. Do booths that use liquefied petroleum gas have no more than two 5-gallon cylinders which are located 5 feet from booths and 10 feet from an open flame? *(See UCSD policy for Barbecue Use and Storage)*	❑	❑	❑
38. Are compressed gas cylinders capped and secured in an upright position? *(See Compressed Gas: Use and Storage Guidelines if you're using helium to fill balloons)*	❑	❑	❑
39. Do liquefied petroleum gas cylinders have a current hydrostatic test date?	❑	❑	❑
40. Do propane fired devices have labels showing they are approved by UL or AGA?	❑	❑	❑
Open Flames			
41. Is the public separated from open flames of any kind, including cooking?	❑	❑	❑
42. Is a charged, accessible, and appropriate fire extinguisher provided at events with open flames? *(See Fire Extinguisher Types, Maintenance, and Training)*	❑	❑	❑
Heating & Cooking Appliances / Food Vendors (including BBQs)			
43. If cooking is done in a lunch truck does it have an approved fire suppression system with service label?	❑	❑	❑
44. If cooking with combustible media (vegetable or animal oils and fats – this includes kettle corn), is a fully charged class K fire extinguisher accessible?	❑	❑	❑
45. Is cooking occurring in a State Fire Marshal certified tent?	❑	❑	❑
Fire Hydrants			
46. Are all fire hydrants being kept free from vehicles and other obstructions at all times? *(There shall be a minimum clearance of 15' in all directions from the fire hydrant)*	❑	❑	❑
47. Are all fire department connections clear and accessible?	❑	❑	❑

RESEARCH SAFETY (858) 822-6886

	Y	N	N/A
Hazardous Materials			
48. Are spill prevention (containment) and cleanup materials available?	❑	❑	❑
49. Do demonstrators have all the needed Personal Protective Equipment?	❑	❑	❑
50. Have demonstrators been trained in proper hazardous material handling techniques?	❑	❑	❑

Submitted By: _____   **Submit Date:** _____