

Special Event Safety Checklist
UNCW Environmental Health and Safety

Instructions:

The following checklist must be on hand at the event. Please fill out to make sure you are prepared prior to the start of the event. You may hand deliver or email (fulfordc@uncw.edu) the completed form to EH&S within one week of the event. Depending on the size and nature of the event EH&S may perform a site visit to ensure that safe conditions are maintained.

Event Date:		Event Time:		Event #:	
Event Name:					
Event Location (Bldg & Room Number):					
Occupancy/ Capacity of Reserved Space:					
Sponsoring Organization:					
Responsible Person:		Phone Number:			

FIRE ALARM SYSTEM

1. Are all fire alarm pull stations accessible and in clear view? Yes No N/A

AUTOMATIC SPRINKLER SYSTEM AND FIRE EXTINGUISHERS

2. If the facility has an automatic fire sprinkler system, are there 18 inches of clearance around all sprinkler heads? Yes No N/A
3. Are all fire extinguishers accessible and unobstructed? Yes No N/A

MEANS OF EGRESS

4. Are all exit signs illuminated and visible? Yes No N/A
5. Are all exit doors unlocked and working properly? Yes No N/A
6. Are all corridors, exit doorways, exit stairs or exit routes clear of obstructions? Yes No N/A
7. Are aisle ways and doorways free of obstructions i.e., power cords, tables, chairs, etc.?
 Yes No N/A
8. Is there an occupant load sign posted at the main exit/ entrance? Yes No N/A
9. 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)

10. Was seating arrangement reviewed and approved by EH&S staff? Yes No N/A
11. Are there no more than 14 chairs in any row of seats? Yes No N/A
12. If 250 chairs or more are in use are they bound together in groups of at least three? Yes No N/A

ELECTRICAL

13. Are extension cords in good condition with no frayed wires? Yes No N/A
14. Are extension cords secured to prevent tripping hazards? Yes No N/A
15. Are extension cords supplying power to more than one appliance? Yes No N/A
16. Are extension cords plugged into a ground fault circuit interrupter when used outdoors? Yes No N/A
17. Are all portable generators at least 25 feet from any structure, grounded, isolated from the public, and of sufficient capacity to run without refueling during the event? Yes No N/A

FOOD HYGIENE

18. Are gloves provided for the safe handling of foods? (Note: No bare hands should touch ready to serve foods!) Yes No N/A
19. Are cold foods kept below 40 degrees and hot foods above 140 degrees? Yes No N/A
20. Is there a three compartment sink provided for cleaning and sanitizing utensils? Yes No N/A
21. Is there a means to wash hands with soap and water? Yes No N/A
22. Is a class K fire extinguisher located in the cooking area adjacent to the cooking appliances? Yes No N/A
23. 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

24. Are all hanging fabrics and decorations labeled flame retardant or has a certificate been submitted for review by EH&S staff? Yes No N/A
25. Was a permit issued and approved for use of smoke generating equipment, open flame devices or pyrotechnics? Yes No N/A

FIRE LANE

26. Are fire lanes clear and unobstructed? Yes N N/A

TENTS & CANOPIES

27. Do large tents/ canopies have certification papers indicating they are flame retardant and do they have a permit from a fire safety official? Yes No N/A
28. 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

COMPRESSED GAS CYLINDERS

29. Are compressed gas cylinders secured in an upright position and capped when not in use? Is the cylinder vented away from the venue? Yes No N/A

OTHER CONSIDERATIONS

31. Will all chemicals wastes be collected and disposed in accordance with UNCW Hazardous Waste Management procedures? Yes No N/A

32. For high risk events (e.g. mechanical bull riding, etc.), has vendor provided liability insurance certificate and or has event insurance been purchased? Yes No N/A

Additional Comments: _____

Signature of Event Coordinator or Designee Name (Printed) Date

CONTACT THE EH&S FIRE SAFETY OFFICER AT 962-7258 WITH ANY QUESTIONS