



Safety Checklist for Events

Event manager (Please Print):	Phone Number:	Today's Date:
Event Location (Be Specific)	Department/Organization:	Event Name
Date of Event	Time of Event	Type of Event

Smoke/Fire/Pyrotechnics	Yes	No	N/A	Additional Action required
Staff and volunteers are aware of fire evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated smoking areas (outside) are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any activity which may produce smoke, fire or dust has been reported to EHS prior to event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarm pull station and fire extinguishers are visible and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18" vertical clearance is maintained below all sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If pyrotechnics are used (outdoors) is the wind speed less than 15mph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Event Access and Egress	Yes	No	N/A	Additional Action required
All exits and entrances are clearly marked and illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All exits, entrances, aisle ways, pathways, and corridors are free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairways, sidewalks, and ramps are free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical/Power/Generators/Utilities	Yes	No	N/A	Additional Action required
Electrical cords are secured to prevent tripping and other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leads, plugs, etc. are protected from all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical cords and plugs are in good condition with proper grounding and no frayed wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All portable generators are at least 25 feet from any structure, isolated from the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36" clearance maintained in front of electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location of all site underground services (power/gas/water/electrical) and overhead power lines have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords and power strips are not daisy chained and no permanent extension cords in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audio and visual equipment/cords are in good condition and free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Traffic and Parking	Yes	No	N/A	Additional Action required
Parking available for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cones, barricades, and signs are in their proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic attendants are available (when required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic staff are wearing high visibility vests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access for emergency vehicles and personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire lanes are clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Amenities	Yes	No	N/A	Additional Action required
Sanitary facilities (toilets, hand washing stations) are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate drinking water available for attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General	Yes	No	N/A	Additional Action required
Floors kept dry and free of slip and trip hazards (cables, potholes, footpath defects, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior cooking appliances are at least 10 feet from any combustible wall, roof, or tent and at least 25 feet from any building air intake, door or window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate number of recycling and general waste containers are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate bins have been provided for special waste (biohazards, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary flags / decorations have been installed correctly and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An extreme weather contingency has been planned (e.g. cancellation, postponement, venue change etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weather hazard(s) have been reviewed (outside events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

First Aid	Yes	No	N/A	Additional Action required
First Aid services location is clearly visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AED is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paramedics are on site (when required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs present for hazardous and restricted areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Staging/Platforms/Tents/Membrane Structures	Yes	No	N/A	Additional Action required
All stages are erected by personnel with appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All structures have been inspected and approved by a competent person where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Platforms are continuously monitored, particularly in extreme weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate access and egress around all staging and platforms for event patrons and emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tents and canopies are set up at least 10 feet from other tents/canopies and at least 20 feet from cooking equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are mounted in tents and canopies (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit signs are posted in tents and canopies (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fireworks/pyrotechnics are not being used within 100ft of temporary structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tents/Membrane structures are anchored to withstand the elements of weather and prevent against collapsing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Compressed gas cylinders	Yes	No	N/A	Additional Action required
Compressed gas cylinders and LPG cylinders are secured in an upright position and capped when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no more than two (2) propane gas tanks by a tent/booth area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPG cylinders are clear of unwanted ignition sources and are only in a well-ventilated areas (outside)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Plans/Permits/License/Waivers	Yes	No	N/A	Additional Action required
A fire permit has been issued and is available for use of open flame devices or pyrotechnics (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An outdoor event permit was obtained and is available (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alcohol license has been obtained and is available (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event insurance waivers have been approved and are available (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A permit has been obtained for tents or temporary membrane structures (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Items	Yes	No	N/A	Additional Action required
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Immediate safety concerns should be corrected before the event occurs.
Contact UNC Police (970) 351-2245 for questions in correcting immediate safety concerns.*

Event Manager, UNCPD, or EHS Use Only	
Event Manager / Inspector Signature	Date
Event Manager / Inspector Comments	

Environmental Health & Safety Use Only	
Date EHS Received Report	EHS attended event <input type="checkbox"/> Yes <input type="checkbox"/> No UNC PD at event <input type="checkbox"/> Yes <input type="checkbox"/> No EHS inspected <input type="checkbox"/> Yes <input type="checkbox"/> No
EHS Comments:	

Turn in completed safety checklist to:
 University of Northern Colorado, Environmental Health & Safety
 501 20th Street, Campus Box 57
 Greeley, CO 80634