



**Lamar University**  
**EHS & Risk Management**

## CAMPUS EVENT SAFETY CHECKLIST

**Dept./Club/Organization:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address City State Zip Code

**Name of Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event Time:** Start \_\_\_\_\_ End \_\_\_\_\_ **Event Location:** \_\_\_\_\_  
Area Bldg. or Room #'s

**Provide Detailed Description of Activities at the Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Admission fees (if any): \$** \_\_\_\_\_

***Outside Organization***  
**University Sponsor Name:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***LU Club/Organization***  
**Faculty Advisor Name:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***University Department***  
**Event Coordinator Name:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Email:** \_\_\_\_\_

# SECTION A APPLICANT CHECKLIST

*Attach site plan/layout for event location*

SITE SELECTION					
		Yes	No	N/A	Comments
1.	Is the location selected appropriate for this type of event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Has the occupancy load/limit been determined for location to be used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Is the seating arrangement appropriate for the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Are stages and platforms appropriately guarded and edges and steps highlighted for clear visibility?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Is the location adequately illuminated for the time and type of event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Have special lighting arrangement been made for outdoor location?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Does the location have at least two means of egress that are remote from each other?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8.	Are all exits clearly visible and marked to identify them as such?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	Are exits so arranged and maintained as to provide free and unobstructed egress from all occupied areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Have stairs/stairwells and handrails been inspected to assure that they are in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11.	Will tents be used? Enclosed tents must comply with requirements of NFPA 101 & 102	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12.	Have walkways leading to and from the event site been inspected for potential slip & fall and trip & fall hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13.	Have grassy areas to be used or in close proximity been inspected for holes and other hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

SITE SELECTION					
		Yes	No	N/A	Comments
14.	Have you inspected areas in close proximity to event location for standing water or mosquito breeding areas, <u>during the rainy season</u> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

FOOD & REFRESHMENTS					
		Yes	No	N/A	Comments
1.	Is food preparation and service in accordance with LU Temporary Food Dealer's Permit Guidelines - Food & Food Preparations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Have arrangements been made to keep perishable foods refrigerated until they are to be used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Have arrangements been made to: <ul style="list-style-type: none"> <li>• maintain 'hot foods' at a minimum of 165°F.</li> <li>• maintain cold foods at a maximum of 40°F.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Have arrangements been made for food handlers to wash their hands with soap and water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Are facilities available for potable water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Have arrangements been made for waste management and disposal? (During and after the event)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Has the health status of the individuals assigned for food preparation been established?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8.	Will barbeque grill be setup at least 10 ft. from <u>any</u> building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	If alcohol is to be <u>served</u> , has applicant provided written authorization signed by University President?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Does individual serving alcoholic beverages have the appropriate TABC certification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OPERATIONS					
		Yes	No	N/A	Comments
1.	Has Risk Management reviewed the event safety plan and approved the site diagram?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If No, state why not:
2.	Is setup planned such that aisle ways and doorways are free of cords, protrusions and other obstructions that could cause tripping, struck-by injuries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Have arrangements been made for emergency lighting? <i>(Outdoor activities may meet this requirement with using portable light trees)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Have responsibilities for execution of emergency evacuation procedures been addressed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Have appropriate accommodations been made for emergency evacuation for persons with disabilities? If Yes, describe in comment box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Is event setup planned such that access to alarm activation and warning devices are kept clear and accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Have security arrangements <u>been confirmed</u> with Lamar University Police Department?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Date Confirmation Received:
8.	In addition to 7 above, have procedures been established for effective crowd control?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	Have arrangement been made to setup barricades to clearly delineate areas for pedestrian and vehicular traffic?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Have arrangement been made to maintain radio communication between the event organizers and event staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11.	Will event staff be clearly identifiable so that guests may request help or information? <i>(How will they me made identifiable)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12.	Are procedures in place to enforce the University "No Smoking" Policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OPERATIONS					
		Yes	No	N/A	Comments
13.	Will any Special Equipment, High Risk Activity or Animals be involved in the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14.	Have accommodations been made to assist persons with disabilities to fully participate in the event as planned? <input type="radio"/> Mobility Impairments <input type="radio"/> Sight Impairments <input type="radio"/> Speech Impairments <input type="radio"/> Hearing Impairments <input type="radio"/> Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

EVENTS INVOLVING FIRE, FLAME AND/OR HEAT					
		Yes	No	N/A	Comments
1.	Have all combustible decorative materials that will be used in building been treated with flame retardant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Will there be a firework display at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Do you plan to have a bonfire at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Do you plan to have a barbecue at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Will post-event area inspection be conducted to ensure that no fire or other hazards are left on site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Will any open flame devices such as candles, food warmers be used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

INSURANCE & CONTRACTS					
		Yes	No	N/A	Comments
1.	Have all contracts with performers, vendors, suppliers, donors, etc. been reviewed signed by approved University authority?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Have participants involved in high-risk activities been asked to complete a liability waiver?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**PLEASE SIGN BELOW**

*Failure to complete and sign this form will delay the review process*

Name of Applicant (printed): _____	
Signature: _____	Date: _____
Name of University Sponsor/Faculty Adviser/ Event Coordinator (printed): _____	
Signature: _____	Date: _____

**Don't Forget to Attach Site Diagram**