



**UNIVERSITY OF  
SOUTH FLORIDA**

# Event Safety Manual

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# Event Safety Manual

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# Event Safety Manual

The objective of the Event Safety Manual is to acquaint the University community with the requirements for events on USF campuses. The Manual also protects the interests (fiscal, physical and community relations) of the University and its population.

Failure to comply with the standards established in the Manual may result in cancellation of all or part of the scheduled event. EH&S and University Police reserve the right to disapprove any event at any time, even if previously approved, due to circumstances that could create a hazard.

## **Definitions:**

*Accident/Incident:* An unplanned occurrence, which results in a loss such as unintended injury, illness, death, property damage, or damage to the environment.

*Reserved Activity/Event:* A scheduled activity open for the public to attend or participate including but not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, leisure activity. An activity that is advertised to the public by any communication means including social media that is not limited to the USF community is considered an event. An event may be a one-time or periodic, free or ticketed, educational, charitable or communication related hosted to attract revenue, support, awareness, and/or provide entertainment created by and/or for the public that will require review to ensure appropriate allocation of university business, resources, and personnel as required for the safe operation and mission of the university. (Note: The applicable requirements of this manual extend to student "events"/activities that are not open for the public or advertised to the public)

*Prohibited Events:* Any activity which presents an unacceptable risk of harm to persons, the environment, or in defacement or damage to public or private property. This may include, but is not limited to, bonfires, use of firearms, explosives or munitions; motor vehicle races; events with an environmental impact (e.g., powdered color runs).

*Student organization:* A student group officially recognized by USF System (Please see USF 6.017: Student Organizations).

*Student Sponsored:* To be considered Student Sponsored, an event, person or group ("group") must be invited on to campus by a student organization. The Student Organization and group must mutually understand that members of the Student Organization will be actively involved, present at all times and will be responsible for related actions and financial obligations.

## **Sponsor Responsibilities:**

Event sponsors have primary responsibility for the health and safety of:

- Event workers/volunteers
- Members of the public and all event attendees
- Contractors/vendors hired to work at the event
- University community in the vicinity
- University property and assets

An event sponsor has a duty to plan, manage and monitor the event to ensure that workers and the visiting public are not exposed to undue health and safety risks.

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## **Reserved Activity/Event Procedure:**

**Tampa** - Student group and USF Departments should review the [Student Organization Event and Meeting Services Policies](#) for information on planning and scheduling events through the [Marshall Student Center](#).

For Signage, Space Management and Non-Student Sponsored Events, refer to [USF Policy 6-028: Activities, Signage and Use of Public Space](#).

Events outside of the Marshall Student Center sponsored by USF Departments or USF related organizations should use the [Reserved Activity Request](#) process.

**USFSP** – Students groups and USF Departments should review the [University Student Center Meeting and Event Services Procedures](#) for information on planning and scheduling events through [University Student Center](#).

**USFSM** – Student groups should review the [USFSM events website](#). For Signage, Space Management and Non-Student Sponsored Events, refer to [USF Policy 6-028: Activities, Signage and Use of Public Space](#). The event sponsor should coordinate parking arrangements to ensure an enjoyable experience. This will require USF departments to consult with Parking Services prior to the initial event planning process so proper parking permits and lot assignments may be made. Parking Services will provide special event permits in compliance with USF Sarasota-Manatee contracts or agreements. Event participants should contact their event sponsor to determine their specific parking arrangements.

## **General Reserved Activity/Event Safety Requirements:**

1. All experiments/presentations using flammable or hazardous chemicals before an audience will require presentation for approval from EH&S, University Police, and State Fire Marshal.
2. All exit doors and pathways to the exit must remain clear and unobstructed at all times.
3. Fire protection equipment (e.g., fire extinguishers, alarm pull stations, etc.) must remain accessible at all times.
4. Extension cords must be taped to the ground or covered to prevent a trip and fall hazard.
5. An operable fire extinguisher is required at all cooking appliances and must be supplied by the food vendor.
6. Open Flames such as candles, Sterno cans, food warmers, or any alcohol- burning equipment used in warming food is strictly prohibited unless used by an approved vendor or Aramark staff. A catering staff member must be designated to monitor food warming devices and ensure that they are extinguished at the end of the event or when a food tray is empty and no longer being used.

## **Outdoor Reserved Activities/Events:**

For Signage, Space Management and Non-Student Sponsored Events, refer to [USF Policy 6-028: Activities, Signage and Use of Public Space](#). Event sponsors hosting outdoor recreational activities must provide

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water for participants engaging in recreational activities. They must also develop [Comprehensive Contingency Plans](#) that identify procedures in case of inclement weather. Inclement weather related contingency plans must include:

1. A thorough knowledge of the hazard(s) and proper safety rules to be followed.
2. Selection and designation of the best available shelter.
3. A reliable method of receiving warning information.
4. Instructions for proper procedures to be followed when a watch or warning is issued, or if threatening weather should develop with no advance warning.

All outdoor events must cease during inclement weather. All recommended safety precautions must be taken to ensure the safety of students, faculty, staff and University visitors.

No place OUTSIDE is safe in the event of thunderstorms, lightning or tornadoes. When inclement or severe weather approaches, stop what you are doing and get to a safe place immediately. In buildings with exposed, exterior walkways, remain indoors until immediate danger has passed. Avoid windows, large glassed areas, upper floors and parking garages.

Outreach materials associated with USF Emergency Management are found at [www.usf.edu/em](http://www.usf.edu/em) and the National Weather Service offers useful resources on their website at [www.weather.gov](http://www.weather.gov).

## **Fireworks:**

Fireworks, pyrotechnics and special effects displays upon University Property are reviewed for approval on a case-by-case basis. Advance approval is required from the Office of State Fire Marshal (SFM), EH&S and the appropriate University Department or Facility Manager overseeing the proposed area. Only select locations are considered at the discretion of the authorities above. Discharge or trajectory of any device over an audience, campus building, environmentally sensitive zone, or occupied parking area is **strictly prohibited**.

Permit Application for the Use of Pyrotechnic Displays and Fireworks Form A ([Pyrotechnics Permit Application](#) and [Fireworks Form A](#)) shall be submitted to EH&S by the pyrotechnics vendor not less than thirty (30) calendar days in advance of the event. Minimum effect descriptions and required attachments are as outlined in the Application. Allow minimum of two (2) weeks for review and approval of permit documents.

## **Security & First Aid:**

All faculty, staff, students, University-related and non-University related groups are expected to provide a safe environment for their events and may be required to utilize the University Police services and/or Security Staff at events depending on size and nature of event.

The University Police Department is responsible for making a final determination of adequate security needs at events. The security-related costs will be incurred by the event sponsor(s).

As the nature of any event, large or small, can be unpredictable, event sponsors must plan to provide sufficient first aid to ensure that any case of injury or illness can be dealt with appropriately. University Police will determine the number of first responders required, if any.

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## **Alcohol:**

Refer to the [USF Policy #30-023 Alcohol Policy](#) for policy guidelines and the approval process to serve alcohol at events.

## **Parking:**

USF departments that are sponsoring or co-sponsoring an event on campus shall request parking permits and/or use of parking spaces from the applicable parking authority at least two weeks in advance. Assignment for event parking will be determined based on space availability.

[Tampa Event Parking](#)

[USFSP Event Parking](#)

[USFSM Event Parking](#)

## **Insurance:**

The event sponsor must complete and submit the [Reserved Activity Request Form](#) and provide verification of insurance for all vendors to EH&S a minimum of two weeks prior to the start date of the event. The vendor's insurance agent/broker shall provide a current Certificate of Liability Insurance in the amount of \$1 million per occurrence/ \$2 million general aggregate, naming USF, USF Board of Trustees and the State of Florida as additional insureds for the period of time the event is being held on campus.

Additional coverages might be requested depending on the type of event.

The general liability insurance must fully cover all liability arising out of the event, which includes coverage for bodily injury, death, and property damage to participants in the event as well as other attendees.

The Certificate Holder shall be:

*The University of South Florida Board of Trustees*

*4202 E. Fowler Ave., CGS 301*

*Tampa, FL 33620*

Certificates can be emailed to the Insurance Coordinator or included with the Event Request.

A copy of the Additional Insured Endorsement should also be requested to confirm that the policy has actually been modified to include USF.

If the event sponsors are students or a student organization, they will be required to submit their own proof of insurance, same as above. If no insurance available, any organization using campus space may purchase special event insurance through a special program which can be found at <https://tulip.ajgrms.com/> and USF's location code is 4371.

If an event includes physical activity, all participants will be required to sign a liability waiver/release. A standard form can be found at <https://www.usf.edu/general-counsel/documents/resources/classroom-event-release.pdf>.

## **Tents and or Inflatables:**

1. All tents shall meet the requirements of NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures.
2. Smoking is prohibited under any tent.
3. No staking is allowed in the setup of tents. Provide above ground weighting to secure tents.

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4. All tents/booths shall be spaced a minimum of 10 feet apart from other tents.
5. Tents larger than 120 square feet (10'X12') will require a permit from [USF Building Code Administration](#) for tent installation and inspections prior to performance and occupancy. These tents shall have a current certificate of flame retardant on the tent with a copy sent to EH&S. Allow a minimum of two (2) weeks for review and approval of permit documents.
6. Containers for liquefied petroleum gases shall be installed not less than 60 inches (1525 mm) from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code.
7. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as determined by the size of the tent.
8. No smoking signs shall be posted under tents.
9. Inflatables (i.e., bounce houses, climbing walls, etc.) must be secured to the ground to prevent uplift from winds from all directions. Because stakes are not permitted, inflatables must have above-ground weighting to stay secure.

## Food:

1. Activities involving food or drink must have a reservation through the [Reserved Activity Request Process](#).
2. Private meetings or get-togethers (potlucks, office retreats, etc.) within organizations, departments, etc. are not subject to these requirements.
3. University entities serving food items will need to show proof that two people from the sponsoring group have obtained ServSafe Food certification and will be responsible for ensuring compliance from all those serving food.
  - [ServSafe® Products List](#)
4. Food prepared in a private home shall not be offered for sale to the university community or visitors on campus.
5. Any entity wanting to serve or sell food, or drinks must be licensed to serve food in the state of Florida and/or have submitted a food release and have an approved Reserved Activity Request.

Food must be served in compliance with the requirements of 64E-11.003(7), F.A.C., as summarized below.

### General Food Hygiene Rules:

- All foods and beverages must come from a commercial manufacturer or an approved source.
- **Food prepared in a private home shall not be used or offered for sale to the university community or visitors on campus.**
- Listings of ingredients and any potential food allergens should be displayed for convenience of consumers (i.e. nuts, milk, wheat, fish, shellfish, etc.).
- While being transported, stored, prepared, displayed, served, or sold, food shall be protected from dust, flies, vermin, unclean equipment/utensils, coughs/sneezes, and other sources of contamination.
- All potentially hazardous foods shall be kept at 41 degrees Fahrenheit or below for cold foods, and 140 degrees Fahrenheit or above for hot foods. Provide and use a thermometer. Cold foods must be held in a refrigerator or on ice. Hold cooked product covered in a clean, sanitized, approved insulated container at 140°F for up to 60 minutes, unless warmed by an outside heat source. If using an insulated cooler, it must be lined with aluminum foil.
- Overhead protection shall be provided at all food service operations when food is prepared or portioned on premises.

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- For buffet-type service, a sneeze-shield shall be required. This may be a temporary or homemade construction such as plastic or cardboard.
- Condiments may be individual portions or commercially packaged in a squeeze-type container.
- Ice shall be from an approved water source. Ice used for storing food cannot be served. No Styrofoam chest may be used unless ice is kept in original bags. A hard plastic style container should be used, and an ice scoop should be provided.
- Storage of packaged food in contact with water or undrained ice is prohibited. Beverage containers may be stored in direct contact with ice when:
  - The storage facility is equipped with adequate drains which preclude the accumulation of water during use;
  - The melt water is disposed of so as not to create a nuisance; and
  - The storage facility is kept clean.
- All food service events, which prepare food on Campus, shall provide an adequate supply of potable water for cleaning and employee hand washing. Soap and single-service towels shall be available for hand washing and hand drying.
- Hands must be washed before preparing and serving different foods, after going to the bathroom and/or eating, and whenever they become soiled.
- All food service operations without effective facilities for cleaning and sanitizing tableware shall provide only single-service articles for use by the consumer. Also, an adequate supply of spare preparation and serving utensils should be available and used to replace those that become soiled.
- A sanitizer solution in a bucket or spray bottle must be available at all times to adequately sanitize the food preparation surfaces.
- Liquid waste shall be disposed of in a manner that will not create a public health hazard or a sanitary nuisance. Liquid waste not discharged into a sewage system shall be disposed of by a method approved by USF. Liquid waste must not be discarded into the storm water system. Garbage and trash must be disposed of in covered containers with bag liners and removed as needed.
- Leftovers, if any, must be promptly refrigerated and consumed within 24 hours of the event. After this period, leftovers must be discarded.
- Additional procedures may be established as specific events warrant.

## **Food Trucks:**

Food trucks on Tampa campus require approval through the [USF Dining Services](#). Event sponsors can access the required information through the [USF Dining Service website](#). Allow a minimum of two (2) weeks for review, approval and coordination of truck invitation.

1. Event sponsor should develop a drawing or layout of the truck setup for submittal with their request.
2. Vendor shall be a commercial food vendor with a Florida DBPR public food license, permitted by the Florida Department of Health.
3. Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, or any form of roofed enclosure, shall comply with NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
4. Cooking equipment used in processes producing smoke or grease-laden vapors shall be



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equipped with an exhaust system that complies with all the equipment and performance requirements of NFPA 96.

5. Cooking equipment that produces grease-laden vapors shall have protection supplied by fire-extinguishing equipment.
6. Fire extinguishing systems must be current with certification within the last 6 months.
7. Gas systems and hose lines shall be inspected prior to each use.
8. All gas equipment including hoses and supply lines must be in good condition and operating properly.
9. Leak detection shall be performed every time a new connection or a change in cylinder is made to any gas system.
10. Truck must have portable fire extinguisher to cover hazards with current inspection tag.
11. Food trucks must not park or block paved fire lanes adjacent to permanent buildings.

## **Animals:**

Pet animals are not permitted at events. The following animals are exempt from this requirement; law enforcement animals, service and assistant animals, therapy animals and research animals. Please refer to [USF Policy #6-033 Animals on Campus](#) for more information.

## **Vehicles on Exhibit:**

The Florida Fire Prevention Code requires the following actions for vehicles on exhibit within a building:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal (38 L) of fuel, whichever is less.
2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
3. Batteries used to power auxiliary equipment shall be permitted to be kept in service.

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4. Fueling or defueling of vehicles shall be prohibited.
5. Vehicles shall not be moved during exhibit hours.

## **Accident/Incident Reporting:**

Any accidents/incidents involving students or the public should be reported to USF Police at the time of the incident. Any accident/incident involving faculty or staff during working hours should be reported to their supervisor or department designee **immediately**.

In an emergency, call 911 for assistance. Be sure to provide information about the location, type and severity of the problem. Ensure that event staff can assist emergency responders with finding the location of the emergency, if necessary.

Significant near misses or identified hazards should be reported to EH&S. It is recommended that any significant complaints made by attendees, contractors or local residents are reported to University Police and EH&S, and all remedial actions taken should be recorded.

See the following resources for guidance in the event of accident/incident:

- [USF Incident and Near Miss Reporting](#)
- [Student Health Services Urgent and After Hours Care](#)