

Fire Safety Form - Precautions Required by Public Safety

Name of Event:		
Event Date:		
Location of Event:		
Duration of Event:		
Person(s) in charge of Event:		
Name (first and last)	UP ID number	Contact Info

Estimated Number of Persons in Attendance:

Purpose / Description of Event:

Precautions Taken to Ensure Safety:

Required Items:

(Y)	(N)	Listed items
		Fire Extinguisher
		Bucket(s) of water – Number of buckets if required
		Working water hose – is there a close connection to the site
		Shovel(s)
		Grill, barrel, barbecue
		Public Safety Officer at event for supervision
		Radio/ Cell phone at event site for emergency notification
5ft-10ft-15ft		Radius around fire clear of debris:
		Advanced warning to local Fire Department (more than 30 people)
		Other:

Office Use:

Requirements Met: (Y) / (N)

Reviewer:

Y

N

Reviewed by EHS Officer or designee		
Reviewed by Director of Public Safety or designee		
Reviewed by Vice President for Student Services or designee		

Event Approved / Denied / Concessions required:

Authorized Public Safety Signature:

Date:

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Event Planner(s) Signature:

Date:
