

Event Safety Manual

*Environmental Health & Safety
University of South Florida
4202 East Fowler Avenue, OPM100
Tampa, FL 33620*

Telephone: (813) 974-4036

Fax: (813) 974-9346

Website: www.usf.edu/ehs

Email: ehs@usf.edu

Revised: September 23, 2024

NOTICE: This publication can be read in a large font by clicking on the "Large Font" link in the top right corner of the page. If you have a disability, please allow at least 10 days to request a copy of this manual. For more information, contact the Environmental Health & Safety Office at (813) 974-4036. This publication is available in Braille, electronic format, and large print format. Please allow at least 10 days to request a copy of this manual.

Event Safety Manual

Table of Contents

Definitions	3
Special Responsibilities	3
Rescue Activities Procedure :	

Event Safety Manual

The objective of the Event Safety Manual is to assist the University in the event of a major incident. The Manual also sets out the physical, physical and other measures that should be taken to ensure the safety of the University and its staff.

Failure to comply with the standards established in the Manual may result in cancellation of all or part of the event. The University and its staff are responsible for ensuring that the event is conducted in a safe and secure manner. The University will not be held liable for any injury, damage, or loss that occurs as a result of the event.

Definitions:

Accident: An incident which results in a loss of life, injury, illness, death, or damage to property.

Activity: A scheduled activity for the public that is organized, managed, or conducted by the University or its staff. This includes activities such as conferences, seminars, workshops, and other events. Activities that are organized, managed, or conducted by the University or its staff are subject to the provisions of this Manual. Activities that are organized, managed, or conducted by other organizations are not subject to the provisions of this Manual. Activities that are organized, managed, or conducted by the University or its staff are subject to the provisions of this Manual. Activities that are organized, managed, or conducted by other organizations are not subject to the provisions of this Manual.

Event: An activity which poses a potential risk to the health and safety of the public or the University.

Event Safety Manual

Reserved Activity/Event Procedure:

Tampa - Site and USF Dept to review [Site Organizational Meeting Seize Policies](#) for info on planning and scheduling events through the [Maball Site Center](#).

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

Events held at the Maball Site Center and by USF Dept or USF related organizations are the [Reserved Activities](#) process.

USFSP - Site groups and USF Dept to review the [University Site Center Meeting and Event Seize Policies](#) for info on planning and scheduling events through [University](#).

Event Safety Manual

at participants in certain activities
City Plan that identify pedestrian

They also provide

cas 6



Event Safety Manual

Alcohol:

Refer to the [USF Policy #30-023 Alcohol Policy](#) policy guidelines and the applicable rules to set alcohol levels.

Parking:

USF departments that are going to co-sponsor an event or campus ball events parking and/or parking spaces for the applicable parking lots are listed below. Significant parking will be determined based on space availability.

[Tap Event Parking](#)

[USFSP Event Parking](#)

[USFSM Event Parking](#)

Insurance:

The event sponsor and the [Responsible Person](#) and the event director are responsible for all H&S activities. The event director shall file the event. The event director shall obtain a Certificate of Liability Insurance in the amount of \$1 million per occurrence/ \$2 million general aggregate, and USF, USF Board of Trustees and the State of Florida as additional insureds for the event being held on campus.

1 TW.219 0 Td(d)A7 (ch)0.11T (W 246 03.1w) T0 T-

Event Safety Manual

4. All clubs ball be placed a minimum of 10 feet apart from other clubs
5. Tee markers shall be placed a minimum of 10 feet apart from other tee markers

Event Safety Manual

- For offset -p size, a size field ball be

Event Safety Manual

- and all equipment used at the event shall be inspected and approved by a certified NFPA 96.
5. All equipment used at the event shall be inspected and approved by a certified NFPA 96.
 6. Fire extinguishers shall be used in accordance with the manufacturer's instructions.
 7. Gas cylinders shall be secured to each other.
 8. All gas cylinders shall be secured to each other.
 9. Leak detection shall be provided for all gas cylinders.
 10. Tank shall have proper labeling.

Event Safety Manual

4. Felig o defelig f whicles ball be