

Risk Management P.O. Box 163500 Orlando, FL 32816-3500

SAFE Form Guideline

The attached document provides a more detailed description of the SAFE Form system and the required documents. Please utilize this document in order to answer any initial questions you may have about the SAFE Form. Please note that this is not an extensive explanation of requirements as program opportunities are endless. If you have any additional questions, please contact Risk Management at 407-823-0648 or 407-823-0206.

Phone: 407.823.6300 • Fax: 407.823.0146 • Web: ehs.ucf.edu | a division of Administration and Finance

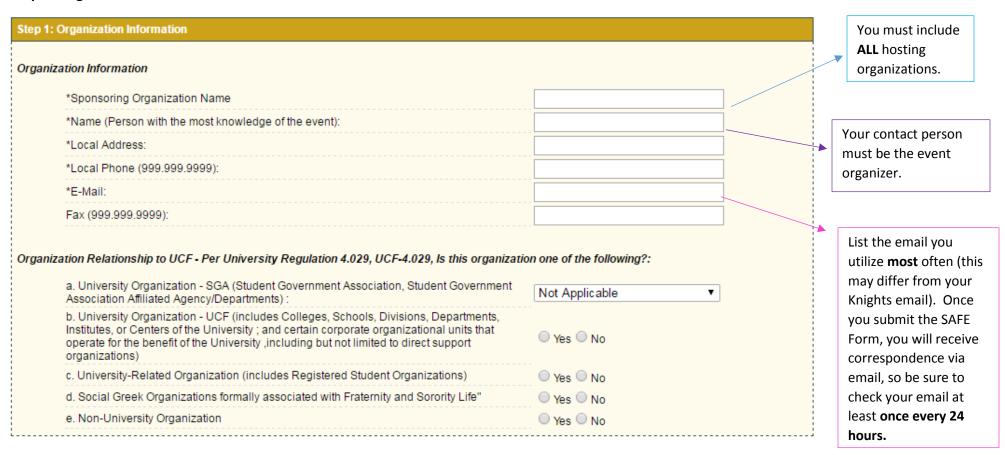
Updated: January 2017



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Step 1: Organization Information

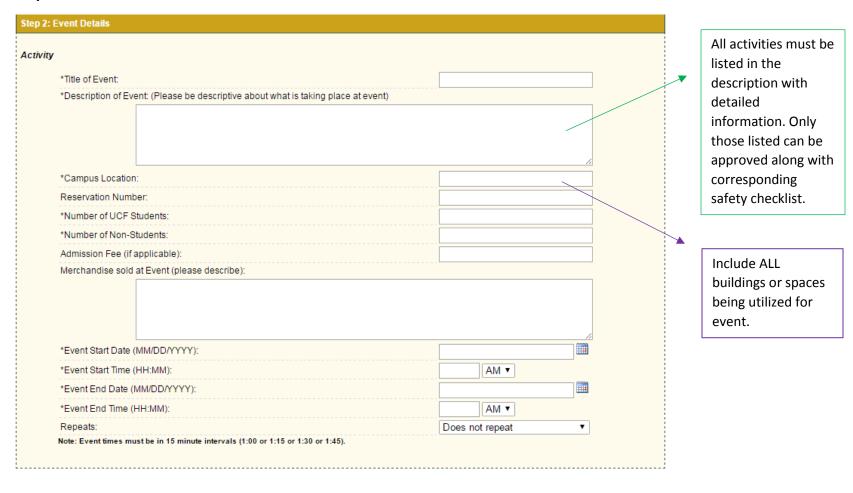




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Step 2: Event Details

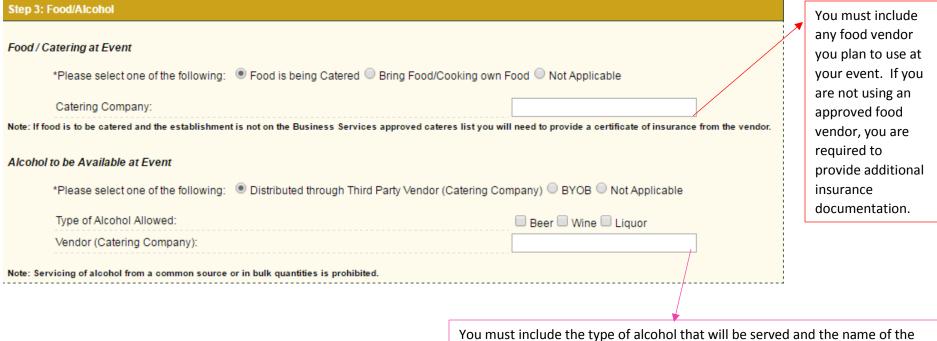




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Step 3: Food/Alcohol



You must include the type of alcohol that will be served and the name of the vendor who is serving the alcohol. The vendor will be required to provide additional insurance documentation. If you are catering alcohol, state law (F.S. 561) requires you to also cater food.

The event organizer will be required to complete the Alcohol Acknowledgement Form.



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Step 3: Food/Alcohol (Continued)

Step 3: Food/Alcohol		Describe,
*Please select one of the following: Food is being Catered Bring Food/Cooking own Food Not Applicable Describe Food being Served:	•	how food prepared Are you co site or at How will to served to
Note: If food is to be catered and the establishment is not on the Business Services approved cateres list you will need to provide a certificate of insurance from the vendor.		
Alcohol to be Available at Event		You must
*Please select one of the following: O Distributed through Third Party Vendor (Catering Company) 🖲 BYOB O Not Applicable		types of a
Type of Alcohol Allowed:		allowed a
Type of Alcohol Allowed: Beer Wine Liquor Describe Manner of Distribution:		Additiona
Note: Servicing of alcohol from a common source or in bulk quantities is prohibited.		describe t which the be distribu event and in place.
		The event
		will be red

Describe, in detail, how food will be prepared and served. Are you cooking it off site or at the event? How will the food be served to attendees?

You must indicate the types of alcohol allowed at the event. Additionally, you must describe the way in which the alcohol will be distributed at the event and the controls in place.

The event organizer will be required to complete the Alcohol Acknowledgement Form.



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Step 5: Safety Checklist

Step 5: Safety Checklist Safety Checklist a. Will temporary bleachers be used (does not refer to permanent bleachers at athletic fields or gyms)? Sketch required, If so, provide information as to who will set up and take down the Yes No b. Please provide clarification in the "Description" bleachers. Certificate will be required of off campus entities. section, noting which form of open flame your event b. Will there be an open flame (including candles), bonfire, laser show, fireworks (does not will include. refer to barbecues or cooking)? Sketch may be required. If so, who will be responsible for ○ Yes ○ No setting up and taking down? Describe precautions. Proper licensing and insurance will be required for consideration. c. In addition to insurance documentation, you will c. Will smoke machines/foggersbe used? Sketch may be required. Proper MSDS must be need to provide a Safety Data Sheet from the submitted as well as insurance Certificate from teh vendor. Proper ventilation must be ○ Yes ○ No vendor. described. d. Will food be cooked or sold by vendors? Who will provide the food and who will prepare and serve? On site preparation and service of food by off campus/unapproved vendors will d. Please be sure include a detailed description of require Certificate of Insurance(does not refer to food that is delivered or brought to the ○ Yes ○ No food distribution and preparation in Step 3. Indicate event such as Domino's pizza, Publix deli, etc. purchased offsite and/or delivered from offsite). the food vendor if applicable. You will need to e. Other than electrical power available in the facility or the Memory Mall, will electrical power provide insurance documentation for unapproved ○ Yes ○ No be needed? Please describe. If so, contact facilities at 407-823-5223 to arrange. caterers. Note: Attach drawing of layout or sketch for EH&S and Landscape and Natural Resources approval in Step 6.

Note: For questions a, c, f, g, h, i you must supply a site diagram when completing the SAFE Form.

e. Choose "yes" **only** if you will need **additional** electrical power than what is provided.



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Step 5: Safety Checklist (Continued)

f. Other than sound and lighting available in the facility, will additional sound system and lighting be needed? Sketch may be required. Describe in detail and who will be responsible for setup and take down. Off campus vendors will be required to provide Certificate of Insurance Note: Identify who will set up sound and lighting system (describe below)	○ Yes ○ No	f. Please provide clarification in the "Description" section, noting if your event will include additional sound, lighting, or both.
g. Will there be a stage, other than existing/permanent stages, or scaffolding, tent over 10' x 10', or other temporary structure? Sketch required. Please describe in detail and who will be responsible for setup and take down. Off campus vendors will be required to provide Certificate of Insurance and Certificate of Flammability as applicable. h. Will there be inflatables? Flammability certificate indicating compliance with NFPA 701 and	Yes O No	g. Please provide clarification in the "Description" section, noting which temporary structure will be present at your event. You will need to provide insurance documentation for the vendor.
Certificate of Insurance from vendor will be required.	○ Yes ○ No	
i. Will there be Carnival rides? Complete list, descriptions, layout sketch, permit information, and Certificate of Insurance will be required. Will animals be part of the event? Domestic (dogs, cats, etc.) or wild (alligators, raccoons, lions, tigers, bears)? Complete list and description of animals, activities, interaction with humans, other animals, health certificates, licenses, permits, etc. will be required as appropriate. Certificate of Insurance will be required	h. Please indicate in the "Description" section, how many inflatables your event will include, and when or not participants go inside them. You will need a provide insurance documentation for the vendor a flammability certificates.	
j. Is the event an athletic activity (includes walks, runs, climbs, relays, feats of strength or endurance, etc.)? If so, first aid arrangements appropriate to the event will be required and must be described.	○ Yes ○ No	nammability certificates.
Description:		i. Please provide clarification in the "Description" section, noting whether your response applies to carnival rides or animals. In both instances, you will need to provide insurance information. In the case of animals, you will also need to provide medical records.
		j. Describe the first aid arrangements you have

made in the "Description" box.



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Step 6: Attachments



Please add any supporting documentation prior to submitting your SAFE Form. Include site diagram, insurance documentation, flammability certificates, and any other additional information.