

Smoke/Fire/Pyrotechnics	Yes	No	N/A	Additional Action required
Staff and volunteers are aware of fire evacuation procedure				
Designated smoking areas (outside) are available				
Any activity which may produce smoke, fire or dust has been reported to EHS prior to event				
Fire alarm pull station and fire extinguishers are visible and accessible				
heads				
If pyrotechnics are used (outdoors) is the wind speed less than 15mph				

Electrical/Power/Generators/Utilities	Yes	No	N/A	Additional Action required
Electrical cords are secured to prevent tripping				

Plans/Permits/License/Waivers	Yes	No	N/A	Additional Action required
A fire permit has been issued and is available for use of open flame devices or pyrotechnics (if applicable)				
An outdoor event permit was obtained and is available (if applicable)				
Alcohol license has been obtained and is available (if applicable)				
Event insurance waivers have been approved and are available (if applicable)				