



## Outdoor Stage and Event Productions Program and Safety Planning Checklist

This checklist provides safety related information when planning an outdoor event involving staging and related equipment.

- A planning, or pre-production meeting must be conducted to review plans and designs. It is recommended that the contractor *certify* that the staging and setup comply with all laws, regulations, standards, and equipment manufacturers' recommendations.
- Depending on the magnitude of the event, the contractor may be required to secure a Building Permit, a tent permit, as well as permits for the electrical system they install, which may include a portable electrical generator.
- A determination or rating must be provided for the maximum number of people or load allowed on the stage, as well as the total number of guests and patrons attending the event. Event planners must have an accountability plan and means to safely monitor and control the entrance and exit of patrons and guests. (see the previous section "Crowd Control and Evacuation")
- Stage pyrotechnics are strictly prohibited, unless explicitly permitted by the authority having jurisdiction and the Harvard Fire Group.
- Structural towers and staging used to support the audio public address system, lighting, or video must be reviewed and approved by a Professional Engineer for structural stability, ground bearing conditions, and wind loading.
- The staging, support structures, trusses, and rigging must be overseen by a Certified Rigger recognized by one of the governing bodies (ETSA-PLASA, ESA, ETCP). The Certified Rigger will be expected to continually inspect the structures and rigging.
- The contractor must employ a local weather station (anemometer) and regularly monitor the forecast and wind conditions required for the safe setup of the staging, structural towers, and tents.
- A High Wind and Weather Plan must be created specifically for the event. This plan may include provisions to temporarily shelter patrons and guests of the event.
- Rigging counterweights and ballast for staging and towers must be loaded in a secure and stable manner, as intended by its manufacturer.
- Rigging materials must be domestically manufactured (e.g. Crosby, McKissick, CM, Genie), and used in its intended manner.
- All equipment (e.g. lighting instruments, speakers, video screens) that is positioned overhead or adjacent to people must be secured by two means.
- An Electrical Permit must be filed with the authority having jurisdiction (e.g. City of Cambridge, or Boston), and a licensed electrician must oversee the cabling and temporary electrical power.
- Electric power cabling/connectors and power distribution equipment must be rated for outdoor, all weather use as exposure warrants. Electrical Equipment must be rated for ALL WEATHER use or properly enclosed and protected from the elements.
- Temporary electric cables that cross public access points must be protected to prevent a trip hazard (e.g. molded cable ramp).
- Temporary protective materials or tarps must be flame retardant.
- The contractor is responsible for providing their own fire extinguishers, as needed.