

Fire and Life Safety for Holiday Events

Complete an Event Notification Form:

https://csus.co1.qualtrics.com/jfe/form/SV_9ttZu4IHskMeOFw

- Open House or open to the public events
 - Not required for closed events (department holiday events)
- Minors present (with or without parents/legal guardians)
- Use of tent 400 square feet or larger (20'x20' tent)
- If unsure, complete the form
- Join the Sac State Event Planners Workgroup! On Teams.
<https://www.csus.edu/president/university-events/>



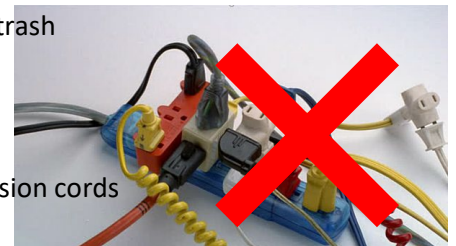
No Open Flames Indoors

- No Sternos/chafing fuel for chafing dishes
 - Use electric or chemical heat for chafing dishes
- No decorative flames, even inside enclosed units (such as lanterns or vases)



Open Flames Outdoors

- Minimum 20 feet away from any permanent structure or flammable materials
- No cooking under tent canopies
- Know where or have a fire extinguisher near by
- Metal containers for hot coals and ashes – Do NOT throw in regular trash
- No bonfires or camp fires



Electrical Safety

- Extension cords – use heavy duty, 3-prong, and lower gauge extension cords
- Protect electrical cords to avoid damage and trip hazards
- Limit extension cords to 20 feet in length
- Limit use of extension cords to 90 days
- Do not use multiplugs; use surge protectors or power strips
- No daisy chains – NO plugging a several extension cords to make 1 longer cord, plugging in another power strip/surge protector into a power strip/surge protector
- Use only electronics with an UL, ETL, or CSA label
- Turn off electrical decorations when leaving for the day



General Safety

- Keep all doors and doorways clear with at least 48" clearance
- Keep pathways minimum 36" clearance (ADA accessible)
- Know where your safety equipment is located (fire extinguishers, AEDs, first aid kits, etc...)
- Do NOT hang decorations on sprinkler heads

