



# TOWN OF HALIFAX COMMONWEALTH OF MASSACHUSETTS

## Board of Health

499 Plymouth Street, Halifax, MA 02338  
Telephone (781)293-6768 \* Fax (781)293-1738

## Guidance for (Small) Outdoor Events: Safety First

The Halifax Board of Health wishes to assure safety at all outdoor events by doing everything in our power to prevent illnesses and accidents, and by taking these precautions, also wishes to assure the success of all their outdoor events.

Here are some ideas for ensuring a safe event and it can also be used for training.

### 1. Start a binder for pertinent information.

- a. **Cover page:** Name of event, location, dates, sponsors/owners
- b. **Responsible Party:** Names, titles and phone numbers
  - i. Break it down by delegating sections of this plan (and yours, too) to lighten the load and to share the responsibilities.
  - ii. Consider having all staff wearing something identifying them for this event, such as hats or tee shirts.
  - iii. Share contact #'s with your staff so that calls or text messages can be sent quickly, when needed.
- c. **Emergency contacts and communication plan**
  - i. Call 911 for immediate and serious health problems/accidents
  - ii. Other important numbers: Police, Fire.
  - iii. Consider a "phone tree" for help in calling for cancelations, sudden storm, etc.
  - iv. Other contacts: electrician, plumber, utilities, veterinarian, as they might apply to you event
- d. **Emergency response plan**
  - i. You should have a plan for responding to any foreseeable emergencies such as injury, medical emergency, fire and severe weather.
  - ii. The plan should include procedures for seeking assistance,
  - iii. detailed directions to your operation for responders,
  - iv. crowd control
  - v. traffic control.
  - vi. If it would normally take more than three minutes for emergency medical services to respond, consider being trained in first aid and CPR.



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### e. **Maps**

- i. Your event might be so small that you might think you don't need one but it can be very useful for assignments. Sketch such things as tables, food, tickets, toilets, hand washing, enter & exit, etc. This enables helpers

### f. **Access to the Enterprise**

- i. Even a yard sale benefits from enter & exit & "park here" signs to avoid traffic jams and to prevent accidents.

### g. **Signage**

- i. Make the letters large & clear. If using poster board, consider ways to prevent them from blowing away. Duct tape at the corners will add reinforcement for holes for tying them.

### h. **Police Detail**

- i. When in doubt, ask the Police Department about this.

### i. **Parking Areas**

- i. Will you have a designated parking area? If so, mark it with signage. Include "Don't park here." Signs, also, if you wish to keep cars off of areas such as septic systems.

### j. **Security**

- i. Consider having some way of identifying your team: hats, tee shirts, buttons

### k. **Sanitation Plan**

- i. Have one. If your septic system can't handle all the visitors or if you are in the middle of a field, consider renting a porta-potti.

### l. **Hand washing stations**

- i. It is easy to set one up with a coffee urn on a table, over a bucket for collecting the waste water, soap and paper towels. I have a drawing of this.

### m. **Trash**

- i. Supply trash barrels for waste and you can reduce that by providing labeled containers for recyclables. If you keep the barrels covered it will help to reduce flies and Yellow jacket hornets.

- ii. Decide who is responsible for supplying/emptying them.

### n. **Pest Control**

- i. Have insect repellant on hand for mosquitoes and ticks. Fly paper works well and fans helps to keep flies away from food.

### o. **Animal/Pet concerns**

- i. Having a petting zoo? Allowing dogs? Add signs, "Dogs must be on a leash." Call Police Dispatch at 781 293 5761 for loose dog/dog bite calls.

### p. **Food Safety**



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- i. See the health agent for food guidance. We have printed guidance for temporary food service.
- q. **Water Safety**
  - i. Water must be safe for drinking and come from an approved source. If hoses are used, make sure you use the kind approved for drinking water such as those for campers. Flush the line before use. Wash thermoses after use and allow them to completely dry before storing.
- r. **Fire Prevention**
  - i. Speak with the Fire Chief about your particular event and fire prevention strategies. It may be appropriate to have a fire extinguishers
  - ii. Class K extinguishers are used for grease fires.
  - iii. Consider No Smoking and Smoking areas with proper butt disposal.
- s. **Exit Plan**
  - i. Finally, develop an emergency exit plan for all areas of the enterprise and train all staff on how to evacuate customers in the event of a fire or other emergency, such a fast approaching hurricane.
- t. **Recreational Activities**
  - i. Select appropriate activities and enforce safe behavior. Here are some examples needing oversight:
    - 1. Jumping off hay bales
    - 2. "Moon house" or "bouncy house"
    - 3. Assign a person to oversee this activity, limiting time for each group, when there is a line.
    - 4. Determine an appropriate beginning age.
    - 5. Grouping by size/age, i.e., young children with young children and older with older. Do not mix young/small with older/larger.
- u. **Responding to Injuries and Medical Emergencies**
  - i. Have a first aid kit handy.
  - ii. Call 911 for immediate and serious health problems/accidents and train your staff in this matter.