



MASTER GARDENER PROGRAM

THINKING SAFE AND GREEN



**AGRICULTURE AND NATURAL RESOURCES
ENVIRONMENTAL HEALTH AND SAFETY**

#22

MEETING SPACE SAFETY CHECKLISTS

Information given here is intended for use by program representatives, master gardeners, and those they train.



Prior to holding a meeting, it is a prudent and recommended practice to evaluate the configuration, accommodations, limitations, and hazards of the space. Once these aspects of the meeting space have been evaluated, then guidelines, instructions, or other information can be developed or provided to safely manage the meeting and space, as appropriate. The following checklists are intended to be used by organizers as a meeting space planning tool.

Indoor Meeting Spaces

- Are exit signs clearly visible? Are fire extinguishers and a fire alarm present in or near the room?
- Are exits unobstructed? Are extension cords managed to prevent trips?
- Are exits unlocked from the inside?
- Will the number of attendees exceed the maximum capacity of the room?
- Are the heating, ventilation, cooling systems operational?
- Are there security issues related to areas surrounding the structure where the meeting is to take place? For example, parking areas, nighttime lighting, need for escorts.
- Are there meeting space prohibitions for certain activities? For example, no consumption of food or drinks in the meeting space.
- Is a certificate of insurance required?
- Are restrooms present? If so, determine where they are located.
- Is an emergency response plan available that includes directions to the meeting space and closest emergency care facility? Dial 911 to contact emergency responders.
- Is an emergency telephone or cell phone available at the meeting space?

Outdoor Meeting Spaces

- Will the number of attendees exceed the maximum capacity of the meeting space?
- Are there security issues related to areas surrounding the space where the meeting is to take place? For example, parking areas, nighttime lighting, need for escorts.
- Are physical hazards present in or nearby the meeting space? For example, water hazards, vehicle traffic, power lines, cliffs or steep slopes, playground or other equipment, rock or brush piles, range livestock, etc.
- Does access need to be restricted on certain hazardous portions of the meeting space?
- Is shade available? Is sunscreen available?
- Are biting or stinging insects, poisonous snakes, or poison oak in the area? Is insect repellent available?
- Will an adequate supply of drinking water be available at the meeting space?
- Does the meeting space have a physical address? Are directions or a map being provided?
- Has permission for the meeting been granted by the property owner? Is a certificate of insurance required?
- Is the space accessible for all attendees, including those that are handicapped?
- Is an emergency response plan available that includes directions to the meeting space and closest emergency care facility? Dial 911 to contact emergency responders.
- Are fire extinguishers and a fire alarm present at the meeting space?
- Are there meeting space prohibitions for certain activities? For example, no consumption of food or drinks at the meeting space.
- Are restrooms present? If so, determine where they are located.
- Is an emergency telephone or cell phone available at the meeting space?

A Certificate of Insurance is needed if you want to use someone's property or facility for a program or event and/or they request a Certificate of Insurance. You should contact your county office and provide them with the necessary information on Attachment C, Request For Certificate of Insurance from ANR Risk Services. If there is a contract or Facility Use Agreement to be signed, it should be submitted to the county office as well with this information, as the County Director is the only person that has been delegated authority to sign agreements on behalf of UC. If the property or facility does not have an agreement, use Attachment D or Attachment E ANR's Preferred and Alternative Facility Use Agreements which indemnifies each party and states the purpose of the use of the facility. See Risk Services website for more details at:

http://groups.ucanr.org/RiskServices/Forms_and_Waivers/