

Liberty University

Event Vendor Safety Program/Policy



PURPOSE & SCOPE

The Liberty University Environmental Health & Safety (EHS) Department is committed to supporting the safe execution of all campus events. This program/policy serves as a comprehensive guide for event planners and **vendors**, outlining the expectations and procedures necessary to maintain a safe environment for students, faculty, staff, guests, and service providers.

While EHS provides **proactive support** throughout the event lifecycle—from planning and setup to execution and teardown—**vendors are solely responsible** for the safe installation, operation, and supervision of their equipment and activities. This includes inflatables, amusement rides, food trucks, and any other vendor-supplied services or structures.

EHS is available to answer questions, conduct safety assessments, and address concerns in real-time. However, this support does not transfer operational responsibility to the University. **Vendors must ensure compliance with all applicable safety standards and remain actively engaged in monitoring their operations.**

The Event Safety Committee, comprising representatives from Event Management, Risk Management, LUPD, EMCE, and EHS, reviews event proposals to identify potential risks and coordinate the allocation of appropriate resources. For events with elevated risk profiles or large attendance, a Departmental Operations Center (DOC) may be activated to provide centralized coordination and emergency response capabilities.

POLICY

This policy outlines the minimum safety standards and operational expectations for all events hosted on Liberty University property. It applies to all vendors and contractors providing services such as amusement rides, inflatables, food trucks, and other event-related equipment or activities.

Primary Responsibility of Vendors

Vendors are solely responsible for the **safe setup, operation, and oversight** of their equipment and activities. This includes ensuring that all equipment (e.g., inflatables, rides, structures) is properly installed, secured, maintained, and operated in accordance with manufacturer guidelines and applicable safety regulations. Vendors must also ensure that their staff are trained, present, and actively supervising their operations at all times during the event.

University Oversight and Intervention

While Liberty University Environmental Health & Safety (EHS) professionals will provide general oversight and support, the University **does not assume operational responsibility** for vendor-provided equipment or activities. EHS personnel are authorized to intervene if unsafe conditions are observed and

may suspend or terminate activities to protect the health and safety of the University community. However, such intervention does not relieve the vendor of their responsibility.

The Environmental Health & Safety Director (EHSD) retains the authority to revise this policy to reflect changes in regulatory requirements, operational needs, or identified risks. In cases where vendor policies conflict with this document, the University's standards shall take precedence.

EVENT SAFETY GOALS AND OBJECTIVES

- **Zero injuries:** Vendors must ensure that no harm comes to students, faculty, staff, guests, or their personnel.
- **Zero property damage:** Vendors are responsible for protecting both University and vendor-owned assets from preventable damage.
- **Hazard mitigation:** Vendors must identify and eliminate or control safety hazards through engineering, administrative, or procedural means.
- **Operational continuity:** Vendors must proactively manage risks to minimize disruptions and ensure compliance.

APPLICATION, IMPLEMENTATION, AND RESPONSIBILITIES

This policy guides Liberty University event planners and vendors in the safe and effective execution of campus events. It applies to all phases of event planning and operations, including pre-event coordination, on-site setup, active event management, and post-event breakdown.

Vendor Responsibilities

- Understand and comply with all applicable safety regulations (local, state, federal, and University-specific).
- Maintain, inspect, and operate all equipment in accordance with safety standards.
- Train employees on relevant safety procedures.
- Actively monitor operations and address hazards immediately.
- Cooperate fully with university officials and respond promptly to any safety concerns raised.

University Role

- EHS will support event planners and vendors by conducting pre-event assessments and on-site monitoring.
- EHS may recommend additional safety measures or coordination with departments such as Risk Management, EMCE, and LUPD.
- For high-risk events, the Event Safety Committee may recommend activating a Departmental Operations Center (DOC).

UNIVERSITY-MONITORED INFLATABLE OPERATIONS

In some instances, Liberty University may provide or directly oversee the use of inflatable equipment during campus events. This typically applies to inflatables owned by the University or operated by university departments, student organizations, or approved internal personnel.

When a University Department or Group wishes to include rented or University-owned inflatable operations independent of vendor oversight, the following requirements apply:

- **Trained Supervision:** Designated University staff or volunteers must be trained in the safe operation and supervision of inflatable equipment, including setup, participant monitoring, and emergency procedures.
- **Pre-Use Inspection:** All inflatables must be inspected before use to ensure they are in good condition, properly anchored, and free of hazards.
- **Active Monitoring:** University personnel must always be present during inflatable use to enforce safety rules, manage participant flow, and respond to any incidents that may arise.
- **Capacity and Age Limits:** Operators must enforce manufacturer guidelines regarding maximum occupancy, age restrictions, and prohibited behaviors (e.g., flips, roughhousing).
- **Weather Monitoring:** Inflatables must not be used during high winds, lightning, or other hazardous weather conditions. Department Staff are responsible for monitoring the weather and suspending use as needed.

EHS Oversight

Environmental Health & Safety (EHS) will provide guidance and oversight for university departments monitoring inflatables, including:

- Reviewing operational plans and staffing assignments
- Conducting pre-event safety checks
- Offering training or consultation as needed
- Monitoring compliance during the event

Accountability

Liberty departments or approved organizations operating inflatables are also accountable to:

- Ensuring all safety protocols are followed
- Reporting any incidents or injuries to emergency communications at 434-592-3911.
- Maintaining documentation of training, inspections, and incident response

Failure to comply with these requirements may result in the suspension of inflatable event, removal of equipment, or restrictions on future event privileges.

EVENT PLANNER & VENDOR RESOURCES

Liberty University provides the following resources to assist with event safety:

- **Attachment 1: *Event Vendor Safety Expectations & Requirements*** – A summary of common safety concerns.
- **Attachment 2: *Inflatable Rules/Guidelines*** – Specific safety protocols for inflatable attractions.

These documents are available on the EHS website and should be reviewed by all vendors before participation.

Below is a list of Liberty University departments and their contact information that can assist you in preparing for or during an event.

Department	Phone Number	General Email Site	Website
Emergency Communications (LU911)	434-592-3911		
Emergency Communications (Non-Emergency)	434-592-7641	lupddispatch@liberty.edu	https://www.liberty.edu/security-public-safety/emergency-management/
Liberty University Police Department (LUPD)	434-592-3637	LUPD@liberty.edu	https://www.liberty.edu/police/
Emergency Management & Community Engagement (EMCE)	434-592-7674	luem@liberty.edu	https://www.liberty.edu/security-public-safety/emergency-management/
Risk Management	434-592-6446	RiskManagement@liberty.edu	https://www.liberty.edu/finance-admin/risk-management/
Event Management	434-592-3511	events@liberty.edu	https://www.liberty.edu/events/
Environmental Health & Safety	434-582-3389	lusafety@liberty.edu	https://www.liberty.edu/security-public-safety/environmental-health-safety/

Emergency Action Procedures

Emergencies can occur without warning and may pose significant risks to individuals and property. Liberty University emphasizes the importance of proactive planning and clear communication to minimize the impact of such incidents. Event planners, vendors, and University personnel must be familiar with emergency protocols and ready to respond effectively.

For each event, specific emergency procedures and designated access points for emergency vehicles will be developed and maintained. These plans are coordinated by the event manager or coordinator in collaboration with Emergency Management and Environmental Health and Safety (EHS). It is the responsibility of all parties involved to ensure these access points remain unobstructed and functional throughout the event.

Emergency Evacuation Procedure

In the event of an emergency that necessitates evacuation, such as a fire, explosion, or bomb threat, the Liberty University Police Department (LUPD) will issue an evacuation order. Upon receiving this directive, all event vendors must immediately cease operations. The equipment should be powered down and secured as quickly and safely as possible. Personnel must evacuate the site in an orderly fashion, leaving behind non-essential belongings and proceeding to the designated evacuation area. Each vendor is responsible for accounting for their employees and reporting any missing individuals to LUPD immediately. Re-entry to the event site is strictly prohibited until LUPD or Emergency Management gives official clearance. Before the event, vendors will be briefed on these procedures and are expected to train their staff accordingly.

Severe Weather Response

The Office of Security & Public safety continuously monitors weather conditions. To ensure vendors stay aware of weather alerts as well as other alerts while on campus, it is recommended vendors download the Champion Safety app which is referenced in Attachment 1.

When severe weather conditions, such as electrical storms or tornadoes, threaten the safety of an event, Liberty University Emergency Management will activate the LU warning system. This system includes alerts via the LU Champion Safe app and other campus-wide notification tools. Upon receiving a severe weather alert, vendors must promptly secure their equipment and evacuate to a designated shelter area. Once the weather threat has passed, the same alert system will issue an “all clear” notification. Vendors may only resume operations after receiving this official communication. The Unified Command will coordinate with internal University resources to ensure that all safety conditions are met before activities recommence.

Injury and Incident Reporting

Personal Injury

All injuries occurring during an event must be reported immediately to LUPD or on-site security personnel. If the injury is related to event activities and requires medical attention or emergency transport, an investigation will be conducted by LUPD & EHS. In cases involving vendor-operated equipment such as rides, inflatables, or food trucks, the vendor must immediately shut down operations and secure the area.

The incident scene should remain undisturbed unless movement is necessary to protect the injured party or prevent further harm. If possible, the area should be documented with photographs before any changes are made. If emergency services are involved, vendors must defer control of the scene to law enforcement, fire, or EMS until their response and investigation are complete.

Property Damage

Any damage to university property, including buildings, vehicles, or utilities, must be reported promptly to LUPD or on-site security personnel. Vendors are responsible for securing the scene and preventing additional damage. As with injury incidents, the area should not be altered unless necessary. Photographic documentation is encouraged to support the investigation and claims process.

Definitions

This section clarifies key terms used throughout the policy to ensure consistent understanding and application:

- **Event Vendor (EV):** A company or individual contracted by Liberty University to provide services for events. This includes providers of food, entertainment, rides, and other event-related services. Vendors are responsible for the safe operation of their services and the surrounding area during the event.
- **Event Manager/Coordinator:** A Liberty University employee, department, or consultant designated to oversee the planning and execution of the event.
- **Liberty University (Owner):** The host and property owner of the event site.
- **Environmental Health & Safety Professional:** A University representative responsible for monitoring and enforcing safety, health, and environmental compliance. This individual has the authority to take corrective action to ensure safety. All actions will be coordinated with the Unified Command.
- **Environmental Health & Safety Director (EHSD):** The senior official overseeing EHS operations. The EHSD has the authority to coordinate with regulatory agencies, shut down unsafe operations, and revise safety policies as needed.
- **Emergency Manager:** A staff member from EMCE responsible for coordinating emergency preparedness and response efforts during events.
- **Departmental Operations Center (DOC):** A centralized command center activated during major events or incidents to coordinate resources and communication.
- **Office of Security & Public Safety:** The division that includes LUPD, Security Services, EMCE, Access Control, and EHS. This office ensures the safety and security of all campus events.
- **Unified Command (IC):** Typically, a LUPD officer, the Unified Command (IC) is responsible for overall safety and emergency response during events.
- **Program Participant:** Any individual, company, or organization providing goods or services in support of the event, including subcontractors.
- **Event Site:** Any Liberty University-owned or managed property where events are held.
- **Third-Party Inspection:** An inspection conducted by an independent party not affiliated with the equipment owner.

Enforcement

Liberty University reserves the right to enforce all provisions of this policy to ensure the safety and well-being of the campus community. While the University provides oversight and support, vendors are fully and independently responsible for the safety, supervision, and compliance of their equipment, personnel, and operations.

Authority to Intervene

Environmental Health & Safety (EHS) personnel, along with designated Unified Commands or members of the Event Safety Committee, are authorized to intervene if unsafe conditions, non-compliance, or violations of this policy are observed. This may include:

- Issuing verbal or written warnings
- Requiring immediate corrective action
- Temporarily suspending vendor operations
- Shutting down specific equipment or activities
- Removing the vendor from the event site

Criteria for Intervention

Intervention may occur under, but is not limited to, the following circumstances:

- Improper or unsafe setup of inflatables, rides, or other equipment
- Lack of vendor supervision or trained personnel on-site
- Use of damaged, uninspected, or non-compliant equipment
- Failure to follow manufacturer guidelines or safety protocols
- Obstruction of emergency access or egress routes
- Ignoring directives from EHS or University officials

Consequences of Non-Compliance

Failure to comply with safety requirements or directives from university officials may result in:

- Immediate removal from the event
- Suspension of vendor privileges for future events
- Notification to regulatory authorities (if applicable)
- Financial liability for damages or injuries resulting from negligence
- Disqualification from participating in future University-sponsored activities

Documentation and Follow-Up

All enforcement actions will be documented by EHS, including the nature of the violation, actions taken, and any follow-up required. Vendors may be required to participate in a post-event review or submit a corrective action plan before being approved for future engagements.

ATTACHMENT 1

EVENT VENDOR SAFETY EXPECTATIONS & REQUIREMENTS CHECKLIST

To ensure everyone's safety at events and to support vendors during operations, the following requirements are provided to prevent delays or shutdowns during the event. The list of expectations and requirements is provided below. All vendor equipment, cords, and other items will be inspected by the Liberty University Environmental Health & Safety Department (EHS) to ensure the safety of everyone involved before, during, and after the event.

To ensure vendors are aware of emergency notifications before setting up and during the event, it is strongly recommended that vendors download the Champion Safe app onto their cell phones. Please use the QR code below to download the app.





Champion Safe is the official safety app of Liberty University.
It is the only app that integrates with Liberty University's safety and security systems. Campus Security has worked to develop a unique app that provides students, faculty, and staff with added safety on Liberty University's campus.
This app will send you important safety alerts and provide instant access to campus safety resources.

EVENT VENDOR SAFETY CHECKLIST

GENERAL SAFETY

- ☐ No performing acts that place attendees in an unsafe environment or situation.
- ☐ Vendors will not create hazardous conditions on Liberty event sites, which could potentially affect patrons or Liberty employees.

VEHICLE SAFETY

- ☐ Unless otherwise posted, the speed limit is 15 mph on the event site and 5 mph if the vehicle is within 200 feet of people.
- ☐ The use of cell phones while driving on campus and/or at the event site is strictly prohibited.

ELECTRICAL SAFETY

- ☐ The event vendor will utilize ground fault circuit interrupters (GFCI) on all electrical outlets.
- ☐ Generators must be of the GFCI type, or a GFCI adapter must be plugged into the generator, and all tools and equipment must be plugged into it.
- ☐ All extension cords, cord-powered tools, or equipment used on Liberty event sites must be rated a minimum of 12-gauge heavy-duty.
- ☐ All extension cords, cord-powered tools, or equipment shall have good overall integrity. Cords or cord-powered tools/equipment will not be permitted if they have cuts or damage; taped cord damage will also not be allowed.
- ☐ All event vendor power cords and cord-powered tools shall be inspected for defects or missing ground pins before each use.
- ☐ All defective cords or tool cords shall be removed from service and not repaired. Cords with taping shall not be accepted.
- ☐ All cord ends shall be contained securely within the UL-approved plug end. No non-UL-listed cords shall be used on LU event locations.
- ☐ Taping cords to the walking surface is insufficient for cord protection.
- ☐ Cords shall be protected from exposure to potential hazards from walking surface water.

TRIP HAZARDS

- ☐ All cords, cord-powered tools, or equipment shall be protected from pedestrian encroachment. Heavy-duty cord Covers shall be utilized for the full length of potential cord exposure to pedestrians. Cords or cord-powered tools or equipment shall be kept back out of the walking area wherever feasible, and barriers shall be used to prevent pedestrian encroachment into those areas. Where permittable cord covers or barriers are found not to be used, Liberty will provide alternate covers or barriers at the event vendor's expense.

VENDOR EQUIPMENT SAFETY

- ☐ The use of cell phones while operating equipment is prohibited, except in emergencies.
- ☐ The use of cell phones (or similar devices) with headsets to listen to music while operating event equipment is prohibited.
- ☐ All event equipment must meet local code requirements, and inspections must be completed and documented in accordance with local code regulations. They must also be readily available at Liberty's request.
- ☐ Any food truck using propane gas for cooking must be leak-checked by a Liberty EHS professional before cooking.
- ☐ **SUPERVISION:** All event machinery, rides, inflatables, and other equipment shall be vigilantly attended to by the operator at all times when the equipment is in operation. When the equipment is not in operation, it must be continuously protected from unauthorized access or encroachment.

This is not an exhaustive list, but it addresses safety issues that have been previously observed.

ATTACHMENT 2

INFLATABLE RULES/GUIDELINES

INTRODUCTION

Inflatable slides, games, bounce houses, moonwalks, and climbing walls are popular attractions at campus events. While these activities can be enjoyable, they also present significant safety risks if not properly managed. Between 2003 and 2013, the U.S. Consumer Product Safety Commission reported over 113,000 injuries and 12 fatalities related to inflatable use. To mitigate these risks, Liberty University requires that **vendors assume full responsibility** for the safe setup, active supervision, and proper teardown of all inflatable equipment used on university property.

VENDOR RESPONSIBILITIES

The vendor is solely responsible for:

- Delivering, setting up, and securing all inflatable equipment in accordance with manufacturer specifications and safety standards.
- Actively supervising all inflatable activities throughout the event.
- Providing trained staff to enforce safety rules and monitor participant behavior.
- Teardown and removal of equipment at the conclusion of the event.
- Ensuring compliance with all applicable local, state, and federal regulations, as well as University policy.

BASIC REQUIREMENTS

1. **Event Registration:** All events must be scheduled through Event Management via a Universal Event Request in 25Live. Vendors must be registered in BuyLU and meet all contractual, insurance, and risk management requirements.
2. **EHS Assessment:** All inflatables must be reviewed by Liberty University Environmental Health & Safety (EHS). Contact EHS at 434-582-3389 or lusafety@liberty.edu to schedule a safety walk-through.
3. **Ground Anchoring:** If the vendor uses stakes to secure inflatables, they must contact VA811 at least three business days in advance to request a utility line locate (www.va811.com).

SAFETY PRECAUTIONS

1. **Vendor Selection:** Use only experienced, insured, and state-licensed vendors that meet University standards.
2. **Equipment Suitability:** Vendors must provide equipment appropriate for the age and size of participants. Riskier inflatables (e.g., tall slides, water games) require heightened supervision.
3. **Site Selection:** Vendors must ensure the site is flat, clear of debris, and free from overhead or underground hazards. Adequate clearance must be maintained around open-sided inflatables.
4. **Trip Hazards:** Vendors must cover cords with cable protectors and mark or cushion stakes to prevent tripping.
5. **Supervision:** Vendors are responsible for providing trained staff to supervise inflatables at all times. Minimum staffing includes:
 - 2 supervisors for large inflatables (e.g., slides over 15' or zip lines)
 - 1 supervisor for smaller units
 - Supervisors must enforce safety rules, prevent overcrowding, and prohibit horseplay.
6. **Weather Monitoring:** Vendors must monitor weather conditions and suspend operations during thunderstorms or winds exceeding 20–25 mph. Equipment must be deflated and secured when operating in unsafe conditions. Maximum wind ratings must be verified via manufacturer labels or documentation.
7. **Safety Rules:** Vendors must review and enforce all manufacturer-provided safety rules. These typically include:
 - No horseplay, flips, or wrestling
 - Removal of shoes, jewelry, and sharp objects
 - Safe separation of age groups
 - Proper use of safety gear (e.g., helmets for jousting inflatables)
 - Electrical components must be kept away from water sources for water-based inflatables
8. **Incident Response:** In the event of an injury or emergency, the vendor must immediately notify Liberty University Police Department (LUPD) at 434-592-3911 and provide appropriate first aid or emergency response.

Liberty University

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Revision Tracking

Revision Number	Revision Description	Revision Location	Date Originated/Revised	Policy Author (A) Reviewer (R) Updater (U)	Policy Approvers
	Original		October 2024	G. Bennett (A) V. Jaynes (R) R. Hinkley (R) J. Hurtak (R) M. Vaughter (R)	Greg Bennett John Peterson Steve Ferro Marcus Tinsley
Rev 01	Rewrote the Policy to emphasize the vendor's responsibility for the setup, monitoring, and teardown of equipment	Entire Document	August 2025	G. Bennett (U) V. Jaynes (R) J. Peterson (R)	Greg Bennett John Peterson Steve Ferro Marcus Tinsley