



TEMPORARY MASS GATHERING PERMIT APPENDIX

Environmental Health Services Division

<i>Physical Address</i>	<i>Mailing Address</i>	<i>Phone Numbers</i>
22 South State Street Clearfield, Utah 84015	P. O. Box 618 Farmington, Utah 84025	801-525-5128 Fax: 801-525-5119

PERMIT TO OPERATE REQUIRED

A person may not operate a temporary mass gathering without a valid written permit. The application for a permit shall be submitted at least 15 days prior to the first advertisement of the gathering and at least 30 days prior to the first day of the gathering.

A parade may be exempted from the permit requirement if the operator submits an application as required and the health department determines that the availability of existing public sanitary facilities, drinking water and trash containers is sufficient to protect public health.

A temporary mass gathering may not exceed 30 days unless otherwise approved.

The health department may attach conditions or grant waivers to a permit, in order to meet specific public health and safety concerns.

HEADQUARTERS

The operator shall establish a headquarters at the gathering site.

The operator is the person, group, corporation, partnership, governing body, association, or other public or private organization legally responsible for the overall operation of a temporary mass gathering.

The operator or a Person-in-Charge shall be present at the gathering at all times during operating hours.

INSPECTIONS

Inspections may be conducted before, during, and after a gathering to ensure compliance with **R392-400 Temporary Mass Gatherings Sanitation** and approved plans. The operator shall:

- Provide the health department with:
 - Access to all areas of the gathering;
 - The number of access credentials requested; and,
- Effectively communicate the health department's access privileges to staff.

The health department may issue a notice of violation if the gathering fails to meet the requirements of **R392-400 Temporary Mass Gatherings Sanitation** or the conditions of the permit.

EMERGENCY MEDICAL CARE REQUIREMENTS

The operator shall ensure that:

- The gathering has at least **one** first aid station;
 - The health department or local licensed emergency medical services agency director(s) may require more than one first aid station as they deem necessary because of the nature of the event, time of year, risk of injuries or other public health and safety needs.
- The staff person in charge of the first aid station(s):

- Keeps accurate records of patients and treatment; and,
 - Notifies the health department of all cases involving a serious injury or communicable disease in accordance with the **R386-702 Communicable Disease Rule** and **R386-703 Injury Reporting Rule**.
- The medical staff has access to telephones or radios to contact outside emergency medical providers.

Each First Aid Station shall:

- Provide the minimum equipment required under subsection **R392-400-12(2)**;
- Afford privacy to a person receiving care or treatment;
- Be of sufficient size to accommodate the number of care givers required, and the predicted number of sick or injured persons;
- Be strategically located to provide expedient medical care;
- Be easily accessible by emergency vehicles;
- Be clearly marked and identifiable as a first aid station;
- Be staffed by at least two state licensed or certified: emergency medical technicians; paramedics; nurses; physician's assistants; or physicians.

A gathering having more than 2,500 attendees shall have at least two additional emergency medical providers for each additional 5,000 attendees or fraction thereof.

- The health department or local licensed emergency medical services agency director(s) may require:
 - Additional emergency medical services personnel at each station;
 - The operator to provide dedicated stand-by ambulances and personnel at the gathering. (The operator will be financially responsible for the costs of funding dedicated stand-by ambulances and personnel, but not for the costs of providing transportation services to individual patients).

Table Emergency Medical Providers Required	
Peak Crowd	Minimum Number
2500	2
7500	4
12500	6
17500	8
22500	10
27500	12
32500	14
37500	16
42500	18
47500	20
Each Additional 5000	2

HAZARDOUS CONDITIONS & NUISANCE CONTROL REQUIREMENTS

The operator shall develop contingency plans for dangerous and nuisance conditions during the gathering prior to the event. The plans shall:

- Be available upon request to the health department;
- Provide for and include, but not be limited to:
 - Ensuring that a gathering site is constructed to provide surface drainage adequate to prevent flooding of the gathering site and to prevent water related nuisances on adjacent properties;
 - The elimination of any infestation of vermin within any part of a structure intended for occupancy, food storage, or restroom facilities, prior to, during, and immediately following a gathering;
 - The immediate abatement of any nuisance, health hazard, insanitary or dangerous condition that may develop;
 - Plans for evacuation, cancellation, delays, and provisions for support facilities to provide protection to the attendees, participants, and staff;

- Plans shall also include procedures to manage various weather/climatic conditions that could occur during a gathering such as the removal of snow, prevention of slippery/wet surfaces, or protection from seasonal temperature exposures, thunder/lightning storms, strong winds, severe storms, or any other natural event.

FOOD SERVICE REQUIREMENTS

The operator shall:

- Comply with R392-100 Food Service Sanitation and the food service sanitation regulations adopted by the Davis County Board of Health;
- Notify the health department of all food vendors allowed before the first day of the event;
- Assure that all food vendors obtain the required permits.

Each food vendor shall:

- Obtain a Temporary Food Establishment Permit at least 5 working days prior to the date of the Event;
- Post their Temporary Food Establishment Permit in their food booth;
- Comply with R392-100 Food Service Sanitation and the food service sanitation regulations adopted by the Davis County Board of Health.

SAFE DRINKING WATER REQUIREMENTS

The operator shall:

- Ensure that:
 - All drinking water is from a state-approved safe drinking water supply or approved bottled water;
 - Water hauled to the gathering shall meet the requirements of the Utah Department of Environmental Quality’s *Recommended Procedures for Hauling Drinking Water*;
- Provide the health department an opportunity to test all sources of drinking water at least 3 working days prior to the event beginning;
- Provide properly protected water in food grade hoses, if permanent plumbing is not available.

FREE DRINKING WATER STATION INFORMATION

The operator shall provide and strategically locate:

- At least four **free** drinking water stations;
- An additional drinking water station is required for each additional 150 attendees or fraction thereof, above 500 persons; and,
 - The health department may reduce the number of additional drinking water stations or require more than one drinking water station for each additional 150 attendees or fraction thereof above 500 persons because of the time of year, heat index, nature of the event or other public health related criteria.
- Single-use containers, if containers are needed to drink the water at the required drinking water stations.

Table Free Drinking Water Stations Required	
Peak Crowd	Minimum Number
650	5
800	6
1100	8
1400	10
1700	12
2300	16
2900	20
3500	24
4700	32
5900	40
7100	48
10500	64
12900	80
15300	96
Each Additional 5000	32

WASTEWATER MANAGEMENT

The operator shall oversee the direct discharge of all wastewater generated to an approved:

- Onsite sanitary sewer; or,
- Onsite wastewater system; or,
- Liquid wastewater hauler (scavenger) that is permitted under the Davis County Board of Health *Scavenger and Salvage Operation Regulation*.

TOILET REQUIREMENTS

All Toilets shall be:

- Serviced and disinfected at time intervals that will maintain sanitary conditions of each toilet;
- Provided at the minimum number of toilets per the adjacent table.

Table – Minimum Number of Toilets Required										
If alcoholic beverages will be consumed at the gathering, increase the number of required toilets by 40%.										
Peak Crowd	Average Time (hours) of the Public or Staff at Gathering (per day)									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	25
3000	6	9	12	16	20	24	26	30	34	38
4000	8	13	16	22	25	30	35	40	45	50
5000	12	15	20	25	31	38	44	50	56	63
6000	12	15	23	30	38	45	53	60	68	75
7000	12	18	26	35	44	53	61	70	79	88
8000	12	20	30	40	50	60	70	80	90	100
10000	15	25	38	50	63	75	88	100	113	125
12500	18	31	47	63	78	94	109	125	141	156
15000	20	38	56	75	94	113	131	150	169	188
17500	22	44	66	88	109	131	153	175	197	219
20000	25	50	75	100	125	150	175	200	225	250
25000	38	69	99	130	160	191	221	252	282	313
30000	46	82	119	156	192	229	266	302	339	376
35000	53	96	139	181	224	267	310	352	395	438
40000	61	109	158	207	256	305	354	403	452	501
Each additional 10,000	15	25	38	50	63	75	88	100	113	125

Portable toilets shall:

- Located a minimum of 100 feet from any food service operation;
- Be located not more than 300 feet from areas of activity which pertain to the gathering;
- Be secured against vandalism and adverse weather conditions by tie downs, anchors or similar effective means;
- Have all wastewater removed from each portable toilet at least once every 24 hours; and,
- Be serviced and removed within 48 hours at the conclusion of the gatherings.

HANDWASHING STATION REQUIREMENTS

The operator shall provide:

- Working hand wash stations at a minimum rate of one per 10 portable toilets or portion thereof, with a minimum of one handwash station per bank of portable toilets;
- Handwashing stations at any area of unusual concern: petting zoos; entrance(s) to the food vendor areas, or as required by the health department;
- Soap, water, single use towels, and at least one trash container at each hand wash station.

SOLID WASTE MANAGEMENT REQUIREMENTS

The operator shall:

- Dispose all solid waste generated at the gathering at a permitted solid waste facility;
- Contract with a solid waste hauler (scavenger) that is permitted under the Davis County Board of Health *Regulation for the Control of Scavenger Operations and Salvage Operations*;
- Submit a solid waste management and site cleanup plan with this application. It shall detail how the operator will:
 - Provide and strategically locate a sufficient number of approved covered waste containers to effectively accommodate the solid waste generated at the gathering;
 - Ensure that the waste containers are emptied as often as necessary to prevent overflowing, littering, or insect or rodent infestation;
 - Ensure that solid waste and litter are cleaned from the property periodically during the gathering;
 - Ensure that, within 24 hours following the gathering, the property is free of solid waste and is clean;
 - Ensure that litter is prevented from being blown from the gathering site onto adjacent properties;
 - Ensure that all solid waste is collected and disposed of at a solid waste disposal or recycling facility meeting State and local solid waste disposal facility requirements.

SITE MAINTENANCE REQUIREMENTS

The operator shall:

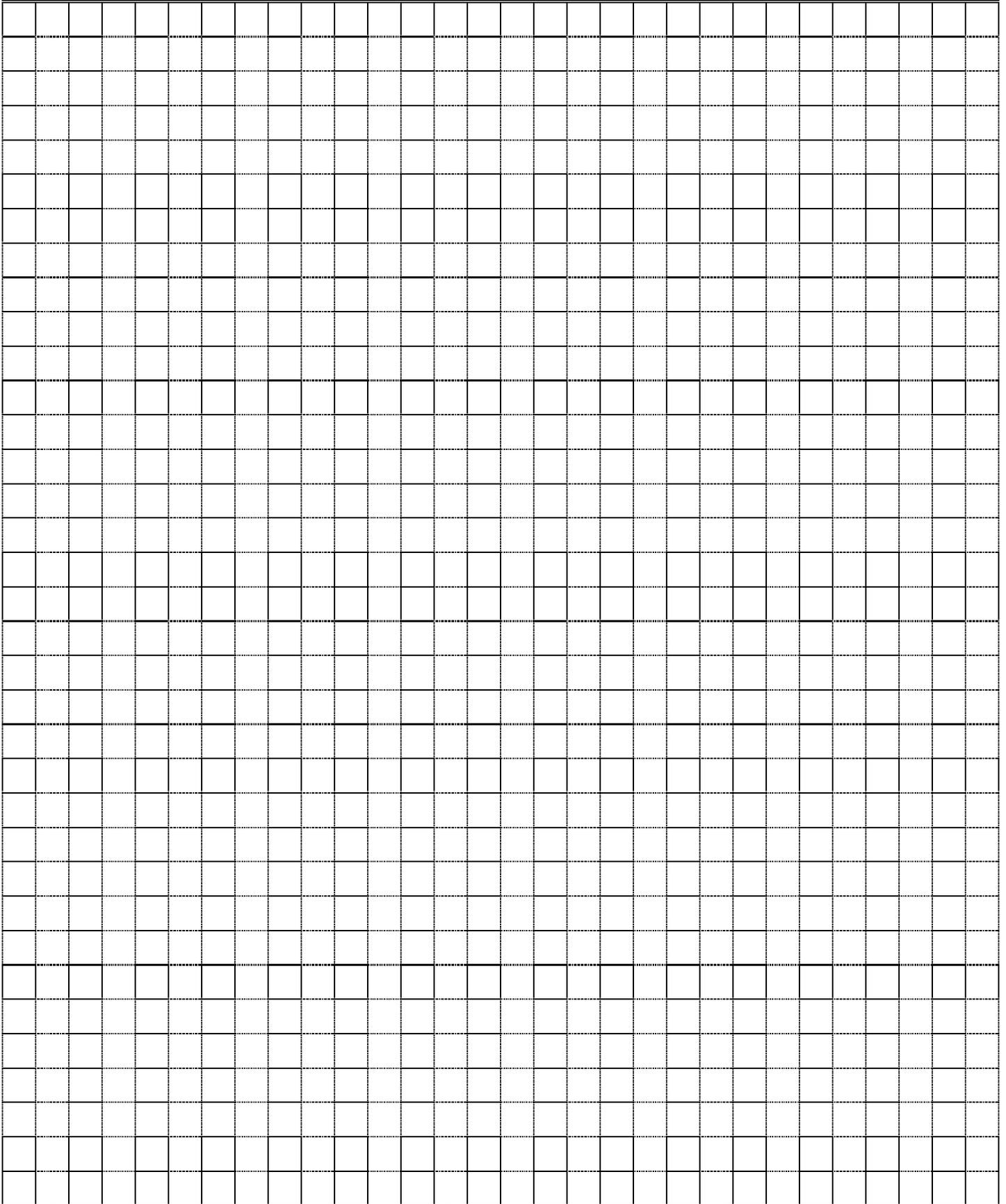
- Be responsible for the maintenance and sanitary condition of the gathering site and facilities; including:
 - Ensuring that all buildings or structures provided for the gathering are maintained in a safe, clean condition, in good repair, and in compliance with all applicable laws.
 - This includes plans to eliminate tripping hazards, such as hoses and any other protruding objects;
 - How the public will be protected from electrical shock or tripping hazards created by generators, electrical cords and plugs.
- Provide sufficient signs that identify and show the location of the operator's headquarters, first aid station(s), toilets, and free-drinking water facilities so spectators and participants can readily find them from any place on the gathering site;
- Ensure that all parking areas used for the gathering and under the control of the gathering operator meet the requirements of R392-400 Temporary Mass Gatherings Sanitation.

SITE PLAN

A site plan shall be submitted and shall include the following:

- Location of all parking areas designated for the gathering;
 - Indicate those under the operator's control;
 - Location of entrances, exits, and interior roadways and walks;
 - Please detail emergency vehicle access;
 - Location of operator's headquarters;
 - Location of the first aid station(s);
 - Location of free drinking water stations;
 - Location and number of food vendors;
 - Location and type of toilet facilities;
 - Location of handwash stations;
 - Location of waste water tanks;
 - Location of animals or other attractive nuisances;
 - Location and type of solid waste receptacles;
 - Location of electrical power sources and lighting;
 - Location of all directional signs.
- See Site Plan (page 6).

SITE PLAN MAP (COPY AS NEEDED)



CONTRACTORS INFORMATION SHEET (COPY AS NEEDED)

<p>NAME OF CONTRACTOR</p> <hr/>	<p>NAME OF CONTRACTOR'S CONTACT PERSON</p> <hr/>
<p>STREET/PO BOX</p> <hr/>	<p>PHONE NUMBER(S, EMAIL) OF CONTRACTOR</p> <hr/>
<p>CITY STATE ZIP</p> <hr/>	<p>ADDITIONAL INFORMATION</p> <hr/>
<p>PURPOSE AND DUTIES OF CONTRACTOR:</p> <p><input type="checkbox"/> MEDICAL CARE PROVIDER</p> <p><input type="checkbox"/> WATER HAULER</p> <p><input type="checkbox"/> DRINKING WATER STATIONS</p> <p><input type="checkbox"/> VENDOR WASTEWATER MANAGEMENT</p> <p><input type="checkbox"/> WASTEWATER MANAGEMENT</p> <p><input type="checkbox"/> HANDWASHING STATION MAINTENANCE</p> <p><input type="checkbox"/> TOILET MAINTENANCE</p> <p><input type="checkbox"/> PORTABLE TOILET MAINTENANCE</p> <p><input type="checkbox"/> WASTEWATER HAULER</p> <p><input type="checkbox"/> SOLID WASTE</p> <p><input type="checkbox"/> SITE MAINTENANCE</p> <p><input type="checkbox"/> OTHER</p>	

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FOOD VENDOR INFORMATION SHEET (COPY AS NEEDED)

OPERATING (BOOTH) NAME OF VENDOR

NAME OF VENDOR'S CONTACT PERSON

ADDITIONAL INFORMATION
PROPOSED FOODS TO BE SERVED BY VENDOR

PHONE NUMBER(S, EMAIL) OF VENDOR

OPERATING (BOOTH) NAME OF VENDOR

NAME OF VENDOR'S CONTACT PERSON

ADDITIONAL INFORMATION
PROPOSED FOODS TO BE SERVED BY VENDOR

PHONE NUMBER(S, EMAIL) OF VENDOR

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