

## Parade Planning & Safety

**Lines of Business:** General Liability, Auto, Public Officials Liability

**Risk Control Strategy / Key Issues:** To ensure that programmatic elements are in process, are effective, and that potential liabilities are controlled.

### Suggested Policy Elements:

1. Policy Statement
  - Assignment of Responsibilities
  - Assignment of Accountability
  - Development of Policies and Procedures
  - Development of Application Process
  - Application
  - Rules and Regulations with signed Acknowledgement of Receipt
2. Law Enforcement Presence
  - Notify local law enforcement agencies as soon as event planning begins for their participation and planning input.
  - Police should be present at the beginning and end of the moving parade, as well as at frequent points along the parade route.
3. Crowd Control
  - Barricade streets to keep parade observers on the curbs and off of the streets.
  - The inclusion of safety training for parade marshals; spotters, volunteers and anyone associated with operation of the parade.
4. Traffic Control
  - Barricade the street with large metal barricades and heavy police presence at large intersections so crowds can be quickly cleared to allow for emergency egress.
5. Child Safety
  - There should be at least two adults on floats where there are children.
  - Children under the age of 10 should be harnessed into position (such as safety belts around the waist), anchored to a fixed object so that they do not fall out of the float.
  - Issuance of identification cards for participating children.
6. Insuring the Event Holder
  - Develop and Obtain Hold Harmless Agreements.
  - Obtain and Verify Certificates of Insurance.
  - Special Event Coverage.
  - **Refer to Core Process Guide for “Special Event Planning Guide”.**

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## **SAMPLE PARADE RULES AND REGULATIONS FOR PARTICIPANTS**

Entries should observe applicable rules and regulations or be barred from the parade. The Christmas Parade Committee reserves the right to remove from the parade, at any time, any entrant not conforming to rules and regulations or any entrant refusing to follow instructions of police or parade officials. Entries should be approved by the Christmas Parade Committee before entering the line of march. The following is a list of rules and regulations.

### **FLOAT INSPECTION**

1. The person signing application should be present at time of float inspection before the parade begins.
2. The committee requires inspection of floats prior to the parade. Float inspections may be done in the staging area. **You should be in your assigned spot.**
3. A police review of driver and vehicle suitability is conducted before the parade begins. Be prepared to make necessary adjustments or your presentation may be barred from participation.
4. Police officers may ride in passenger cabs pulling floats and sound trucks to enhance safety and control spacing between vehicles.

### **FLOAT OCCUPANCY**

5. There should be an adult on floats where there are children.
6. No more than 20 people may occupy a float, depending on size.

### **COSTUMING RULES**

7. **No Santa Claus suits are allowed, as not to confuse children.** Santa is the last entry in the parade to greet children.
8. Parade entries, except equestrian, clowns, bands, marching units, drill teams and colorful performing groups, should follow the theme.
9. Adults, children and walkers should be in costumes pertaining to their float theme.
10. Individuals and organizations are expected to perform courteously, in good taste, and with safety in mind during the parade.
11. It is the responsibility of parents with children participating in the parade to make necessary arrangements to have children met and picked-up at designated points.

### **FLOAT SPECIFICATIONS**

12. Parade floats are decorated flat trailers not exceeding 30 feet in length, 12 feet in width, and 13 feet in height from the street level. A tractor or street safe truck may pull them.
13. Floats and trailers should be within 6 inches in height from the street level or skirted completely to within 6 inches of the ground.
14. Floats with standing riders should have rails or sides no less than 3 feet high. Riders should be seated on floats without rails or sides.
15. Trailers transporting a car or boat may not be accepted as a parade float.
16. Vehicle entries may not be allowed unless they are carrying an elected public official or VIP with prior approval.
17. Eighteen wheel tractor/trailer rigs are prohibited from the parade.
18. Modifications to floats and trucks to enhance driver visibility and prevent injuries involving their wheels.
19. Floats and trailers should have walkers beside each tire. Floats and trailers should have walkers beside each tire. 2 axle vehicles should have 2 walking escorts, 4 axle vehicles should have 4

walking escorts to be placed on either side of vehicle for the purpose of safety. (Their job is to keep crowd and children away from vehicles.) No vehicle may be allowed to parade without the appropriate number of spotters. Absolutely no exceptions!! Spotters should be 18 years old or older.

20. An ABC fire extinguisher is required to be on every float for safety reasons.
21. No one may get on or off a float or entry once it has started down the parade route.
22. A copy of the rules signed by the person in charge of the entry should be in their possession at the time of inspection. A copy of signed rules should also be attached to the signed application.

### **GENERAL PARADE RULES & REGULATIONS**

23. Performances, which stop the parade, may not be allowed.
24. No parade participant may be allowed to have a loaded firearm at any time.
25. No smoking or alcoholic beverages on any parade entry at any time before of during the parade.
26. Marching entries should be preceded by marchers carrying a banner or sign which can be read at a distance of 100 feet, and displayed in a way they can be read in high wind conditions.
27. Lone riders may not be permitted in the parade. Anyone wishing to ride a horse in the parade should be affiliated with and ride with an approved group.
28. Heightened enforcement of regulations regarding animals which may cause spectators fear or alarm.
29. The issuance of identification cards for participating children.
- 30. *The inclusion of safety training for parade marshals; spotters, volunteers and anyone associated with operation of the parade.***

### **PARADE THROWS**

- Parade throws should be listed on application and be approved.
- Throws should be items thrown from vehicles should weigh 2 oz. or less. (Example: the weight of a "moon pie" or less).
- No loose paper or brochures as they may fly under vehicles and children may dive for them.
- NEVER throw doubloons or trinkets from one side of the float/street to the next.

### **INSURANCE**

- Parade participants should ask their own insurance agents if their insurance offers them sufficient protection while their units are in the parade. Proof of liability vehicle insurance should be provided with your application. Further, additional insurance requirements may be necessary.

**PLEASE READ THESE RULES AND REGULATIONS  
YOU ARE RESPONSIBLE FOR YOUR ENTRY AND FOLLOWING THESE RULES**

The Parade Inspection Committee is checking each entry at the staging area for compliance to the rules.

**Entries should be in their positions by \_\_\_\_ am/pm or face elimination. Any exception to the rules should be approved by the Parade Committee.**

Remember that weather cannot be controlled. If at any time leading up to or on parade day the weather/street conditions are deemed unsafe, the parade may be cancelled & rescheduled for the following weekend.

***I hereby certify that I have read the rules and regulations and agree to abide by them. I may have a copy of these rules in my possession during the parade.***

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

Please return this signed form with application.

**SAMPLE PARADE RULES AND REGULATIONS FOR THE PUBLIC**

- Always secure ladders or any object you wish to stand upon to view the parades or to catch any carnival throws! An unsecured ladder can be dangerous when crowds begin to move in as the parade begins.
- Always keep track of your children! Be as certain as humanly possible as to where they are and what they are doing. Always emphasize to your children that if they become lost or wander away from family members, they can always approach a uniformed deputy for assistance!
- Never attempt to run in front of a float or reach under one in an effort to grab a bead or doubloon! No trinket is worth your life or a life-changing injury!
- Never run in front of or behind a float to simply cross the street. Wait until a natural "break" occurs in the parade to safely cross. And, always try and cross the street at a corner!
- NEVER grab on to a float. NEVER get close enough to a float that the crowd may push you either into it or under it!
- NEVER throw trinkets or doubloons back toward a float or at any of the float riders. NEVER throw doubloons or trinkets from one side of the street to the next.
- Be certain that deputies may be checking for underage drinking or any open containers that may cause problems along the parade route.