Hot Air Balloon Event
Risk Assessment Check-Off List

1. Compliance Issues:
   - **Licenses/Permits/Policies:** Balloons are considered aircraft and must be licensed by the FAA.
     - Has University senior staff in Business and Finance, Facilities and Security been **contacted** about this event and has **proper approvals** to hold event on campus been received.
     - Secure a copy of the operator’s current **valid FAA license**.
     - Has **airport and hospitals** been **contacted** about their flight paths and to get clearance for this event.
     - Have **appropriate permits** required by federal, state or city been secured by operator/host.

2. Event Risk Control:
   - **Insurance:** The University is not the owner of the balloon and accepts no responsibility for flyers or operators.
     - Secure from Balloon Company a **Certificate of Insurance** showing coverage of $1 million per occurrence/$3 million aggregate for General Liability naming the University as additional insured with additional insured endorsement attached. Insurance certificate must also show aviation insurance with $1 million limit for passenger liability.
     - Secure a copy of the **Operators Claims History** report for past five years.

3. Safety:
   - **Balloon and Safety Processes.**
     - How will the Balloon be **tethered**?
     - What kind of a **strap or rope** will be used to tether the balloon and does it comply with minimum tensile strength regulatory standards?
     - How **high** will the balloon fly?
     - Is the **set up clear** of structures, power and communications lines.
     - **Set time for a go or no go** for the event based on interest, weather (wind, rain, lightning), set up or other variables without a cost to you.
     - **Wind gust of 7mph or higher** would require a cancellation of event.
     - Establish with operator a clear **authority process to shut down**. If the University representative or the operator feel that it is not safe, the University representative and the operator need to have the authority (or the assistance of someone to give the order) to shut the event down.
     - Have in hand a **safety plan** in case there is an accidental or purposeful (unplanned) **release of the balloon**. Review the potential **structural hazards** to the balloon, e.g., nearby structures, trees, light poles, etc.
     - The operator shall provide an **emergency plan** for balloon collapse.
     - The **loading/unloading area must be roped or fenced off so that only the** operator and participants are allowed in the balloon load/unload area.
     - The operator will **review safety riding procedures** with participants before flight.
     - Launching Field must be at least **½ football field or 200x200 square feet** and open and free of all power lines, structures, trees. Grassy field is ideal.
     - Operator(s) are required to **visit and approve the launching site** before agreement is signed.

4. Legal:
   - All participants must sign the University’s **Release of Liability/Waiver**.
   - Review of the **Contract/Agreement** by University’s Business and Finance office.