



Fairbanks North Star Borough


HUMAN RESOURCES Risk Management

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MEMORANDUM

DATE: August 31, 2022

TO: Joseph Tyson, Risk and Safety Coordinator
Fairbanks North Star Borough School District

FROM: Brandi Wehner, Risk Manager 

RE: Special Event Guidelines – Parade and Float Requirements

The following guidelines must be adhered to when students are building a float or participating in a parade sponsored by the Fairbanks North Star Borough School District:

1. Adult supervision must be present during any construction or use of the float.
2. The float must be constructed with side skirts (plywood); three sheets on each side from the rear of the trailer forward and extending down to within 12 inches of the ground. This is to prevent anyone from falling under the rear wheels.
3. A float can be no wider than 8 feet. No prop or item added to the deck can be taller than 12 feet from the top of the highest point to the ground. You may consider 8 feet, with attachments, or wood up to 12 feet, but nothing higher.
4. The float must have a railing. It should be a minimum of 42 inches in height, have a mid-rail, and be able to withstand a 200-pound side load.
5. No one gets on or off the float while it is moving. If students stand, they must use the handrail. No one may walk along side the float.
6. Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.
7. The FNSB Occupational Health and Safety Technician **must** inspect all floats prior to the parade. Please arrange for the inspection the day before the parade by calling, John Albers at 907-459-1456.
8. All traffic laws must be followed and will be strictly enforced by law enforcement. The hitch used to attach the float to the pulling vehicle will be a factor “receiver” type or welded pickup style



- bumper. No “bolt-on” type hitches will be allowed. When using a large truck, a ‘drop-hitch’ must be used and should be at least 12” from hitch to the ground. **Safety chains must be used.**
9. No decorations placed on lights or around heating or electrical equipment.
 10. All decorative material used must be fire resistant or flame retardant.
 11. All motorized apparatus must have an ABC fire extinguisher that is accessible to the operator.
 12. No open flames and no flammable or combustible liquids are permitted on floats and parade vehicles.
 13. All exhaust pipes must be leak-free and insulated from float and vehicle decorations.
 14. If a gasoline-powered generator is used and is located on the float (rather than on a trailer), a second ABC fire extinguisher must be located near the generator. Additionally, the generator must be secured to the parade float. Re-fueling of generators will not be permitted.
 15. All drivers must have a valid driver’s license and vehicles shall be properly registered and insured.
 16. The driver’s compartment must be properly ventilated to prevent accumulation of exhaust fumes such as carbon monoxide.
 17. If enclosed, a driver and all passengers must have a minimum of two escape routes.
 18. Float beds must be sturdy and capable of carrying the weight to be imposed.

