

Parade Safety Guidelines (for participants)

1. Alcoholic beverages and other controlled substances are prohibited within the parade as well as by spectators.
2. Children should have qualified supervision at all times.
3. Floats should be limited in size to the footprint of the vehicle; be no higher than 8 feet (absent special permission); and have clear visibility.
4. Persons riding on floats should have proper footing/seating and are not allowed to hang any appendage over the sides of a car, truck or float.
5. No items or candy may be thrown from a float or other vehicle; it is permissible to have accompanying walkers distribute candy and other items.
6. No fireworks or pyrotechnics are allowed in or on any vehicle or float, or otherwise.
7. Traffic guards will be assigned to walk along the route to ensure safety and their directions should be followed.
8. In the event of thunder, all parties should seek shelter immediately.
9. Floats and other vehicles traveling in the parade shall proceed at a speed no greater than 5 mph, or at such other speed as is directed by the police or necessary to ensure the safety of all concerned.
10. All drivers of floats and other vehicles must be of driving age and in the possession of a valid driver's license permitting them to operate their vehicle. Each motor vehicle must have liability insurance to participate in the parade.
11. No one is permitted to run in front of a float or other vehicle, or to attempt to board or disembark from a float or motor vehicle while it is moving.
12. Animals (if allowed) will be separated from units within the parade which create loud and sudden noises such as marching bands.

Parade Safety Guidelines (for the Town's FFD committee)

1. In addition to the Parade Safety Guidelines for participants, the committee should be in contact with the police and fire departments to ensure there is a SAFETY PLAN AND EMERGENCY RESPONSE PLAN.
2. The assistance of the police and fire departments should be sought for traffic control, ensuring the safety of residents along the parade route in the event of fire or other emergency, and advice regarding screening of drivers and vehicles and safe float operation.
3. The committee should develop plans for inclement weather.
4. Parade drivers and officials should have a copy of the rules for participants, plans for emergency/security response and for inclement weather, and the names and contact information for emergency, parade and municipal personnel.
5. If customary, or if the parade will be longer than in the past, the committee should notify residents and businesses along the parade route of the events and possible street closures affecting them.
6. The committee should identify participants or performers within the parade, and what vehicles, uni/bicycles, large inflated balloons or animals will be used within each display ahead of time. Municipal officials should determine if chaperones are needed for participants under 18 or another age limit.
7. If animals are included, officials should identify the species, quantity and health of the participating animals. Precautions should be taken within parade line-ups to ensure animals are well cared for, and are not startled by other participants or noises which could cause a public safety hazard. The committee should make plans for the removal of animal waste and debris.
8. It is important to identify and communicate to all participants the sites and specified times for parking, loading and unloading parade vehicles.

Parade organizers should notify residents and businesses near the parking and loading zones of these sites.

9. The committee should ensure that the Town's liability insurer is aware of the event and follow any requirements the insurer may impose. It is important that the Town contact its insurer prior to the event taking place and verify conditions of coverage and potential exclusions.
10. As the sponsor of the parade, the Town of Cape Elizabeth has "Ultimate Authority" and "Oversight" over the parade. To ensure that there is no question of the Town's sponsorship of the parade, the committee should confirm with the Town that the Town is the sponsor, that the committee is authorized on behalf of the Town, and that the Town has ultimate authority and oversight with respect to the parade.
11. All owners of vehicles, including but not limited to motorcycles, tractors, mobile floats and automobiles should be required to provide proof of automobile liability insurance and a current driver's license before being allowed to participate in the parade. A Certificate of Insurance is a document which is typically used to provide evidence of insurance. It is recommended that the committee verify proof of liability coverage.
12. The careful planning of the parade route can keep the parade smoothly moving forward while reducing the likelihood of an accident occurring. You should ensure that the selected route is clear of obstructions and allows for adequate traffic control. Plan a staging area for people and floats to organize before the start of the parade as well as an area for the parade to conclude and safely disperse without congestion and confusion. Determine which streets (if any) will need to be closed, where to place barricades and the number of safety personnel that will be needed and where they should be located. It is also important to walk the parade route to observe the condition of the surface by taking note of potholes, cracks and other obstacles that may cause an injury or present a danger to parade participants and spectators. Once a hazard is identified, repair or clearly mark the item and document the preventative actions taken. The documentation of all steps to address safety concerns may provide a level of protection for the Town in the event of an accident.