EVENT RISKS CHECKLIST

Fire and Life Safety (Fire Marshal’s Office)

☐ Pyrotechnics (Fireworks); Open flames indoors or close proximity – permit required.
☐ Tents and Canopies Fire Resistant – permit may be required.
☐ Fire Extinguishers present - properly charged and accessible.
☐Exiting & Seating - safe layout of seating for events >49 attendees, emergency vehicle access/parking, aisle width, chairs.
☐ Separation of combustible materials (tents, furnishings, stored materials, etc.) from heat sources (cooking, heaters, vehicles, etc.)

Safety Management (Environment, Health & Safety Office)

☐ Event Site Planning – safe location, accessible paths, parking and restrooms, adequate lighting, weather protection, etc.
☐ Electrical Power Safety – safe power source/location, extension cords and generators.
☐ Proper Use of Water – potable water only, waste water discharged into sewers not storm drains.
☐ Emergency Procedures – evacuation plan, adequate exits, first aid procedures and personnel.
☐ Special Event Equipment - inspected and used safely, amusement ride permits in place.
☐ Animals present - Campus Veterinarian approval required.
☐ Food - permits in place (Temporary or Vendor’s), safe storage and preparation.

Risk Management (Risk Management Office)

☐ Contract liability clauses and insurance requirements review.
☐ Proof of campus self-insurance if required by third party vendors.
☐ Participants sign liability waivers.
☐ Identify and Evaluate Risks – alcohol service, exhibitors, entertainment, minors, controversial speaker, hazardous activity, transportation, money collected on-site.
☐ Responsibility, sponsorship and supervision of event.
☐ Report incidents and accidents within 24 hours.

Procurement (Purchasing or Procurement Office)

☐ Contracts, Purchase Orders, and Agreements reviewed and signed for all vendors (facilities, sound/lighting equipment, performers, rentals, port-a-potties, etc.)
☐ Negotiate event cancellation, non-refundable deposits, and performer no-show clauses.
☐ Proof of insurance required from all third party event sponsors and vendors.
Law enforcement (University Police Department)

☐ Identified event’s lead contact person for event emergencies – needs to be on-site
☐ Police Officer Staffing – appropriate based on nature & size of event
☐ Security or Community Service officer staffing – appropriate based on nature and size of event
☐ Identified screening procedures for admission to event as appropriate
☐ Crowd control – appropriate barricades, devices, visual guides
☐ Timely notification to Police of dignitaries/celebrities attending event
☐ Police Review of final event proposal