

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