

EVENT RISK MANAGEMENT

GENERIC PRE-EVENT PLANNING CHECKLIST

This checklist is designed to assist the **Primary Event Organizer** (PEO) plan effectively for an upcoming event.

1. Events Involving Alcohol

<u>Done</u>	<u>Pre-event</u>	<u>Event day</u>
	<p><u>Supervision</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign PEO contract <input type="checkbox"/> Confirm there are enough bartenders for size of event <input type="checkbox"/> Determine # volunteers required (Guideline – 1 volunteer for every 25 participants) <input type="checkbox"/> Recruit volunteers <input type="checkbox"/> Have a backup plan for no-shows (e.g. list of alternates and phone #'s) 	<p><u>Supervision</u></p> <p>Confirm there are enough bartenders for size of event have shown up Confirm adequate # volunteers</p> <p>Call alternates if needed</p>
	<p><u>Training</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain 1st Aid/ CPR training and Emergency Response training, or recruit someone with this training <input type="checkbox"/> Confirm bartenders or venue management staff are SmartServe trained 	<p><u>Training</u></p> <p>Instruct bartenders and volunteers re. expectations for event: Monitor patrons re alcohol intake Crowd control</p>
	<p><u>Facilities & Equipment</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Perform a site visit prior to event <input type="checkbox"/> Secure a well stocked 1st Aid Kit <input type="checkbox"/> Confirm venue handles security 	<p><u>Facilities & Equipment</u></p> <p>Take 1st Aid Kit with you Confirm venue security</p>
	<p><u>Documentation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage) <ul style="list-style-type: none"> ▪ valid ID's required ▪ waiver required (if applicable) <input type="checkbox"/> Develop ID checking procedures <input type="checkbox"/> Obtain 'wrist-bands' <input type="checkbox"/> Set up process during ticket sales to administer, collect and store waivers <input type="checkbox"/> On Campus: confirm that event is insured <input type="checkbox"/> Off Campus: obtain certificate of insurance from venue 	<p><u>Documentation</u></p> <p>Set up and staff station to check ID's and/ or administer 'wrist-bands'</p>
	<p><u>Emergency Response Plan</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss with your CRLC / Office of Student Affairs protocol for handling emergency <input type="checkbox"/> Ensure you will have a cell phone for the event <input type="checkbox"/> Make note where nearest hospital to event is <input type="checkbox"/> Notify security of event and event details (on campus) Make list of other interested parties and inform them of event 	<p><u>Emergency Response Plan</u></p> <p>Take cell phone to event Take directions to hospital with you Touch base with security prior to start of event.</p>

2. Events Involving Travel

<p><u>Done</u> <u>Supervision</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign PEO contract <input type="checkbox"/> Determine # of Bus Monitors required (Guideline: 2 volunteers per bus) <input type="checkbox"/> Obtain Bus Monitor contract & recruit Bus Monitors <input type="checkbox"/> Have a backup plan for no-shows (e.g. list of alternates and phone #'s) <input type="checkbox"/> Consult with Student Services (or appropriate person) re: travel regulations 	<p><u>Supervision</u></p> <p>Confirm adequate # Bus Monitors have shown up</p> <p>Confirm all bus monitors have signed contract Call alternates if needed</p>
<p><u>Training</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain 1st Aid or CPR training or recruit someone with this training 	<p><u>Training</u></p> <p>Instruct Bus monitors re. your expectations:</p> <ul style="list-style-type: none"> ▪ signing in all people going on bus <ul style="list-style-type: none"> -checking all documentation -checking waivers signed -ensuring 'Participant Bus Contracts' are signed ▪ retaining all documentation and submission to PEO ▪ no alcohol ▪ behaviour on bus; pre and post event
<p><u>Equipment</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose vehicle type and rent vehicle <input type="checkbox"/> Make sure insurance is included in rental fee <input type="checkbox"/> Plan travel arrangements (if necessary) for attendees with special needs <input type="checkbox"/> Secure a well stocked 1st Aid Kit 	<p><u>Equipment</u></p> <p>Take 1st Aid Kit with you</p>
<p><u>Documentation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage) <ul style="list-style-type: none"> ▪ participants driving own vehicle must carry a minimum of \$1 Million liability coverage ▪ travel document requirements (e.g. drivers license; passport; medical card; visa; work permit etc.) ▪ Arrival/departure times and consequences of missing bus (participants will be on their own) ▪ requirement to sign waiver <input type="checkbox"/> Set up process to administer and collect waivers during ticket sales process <input type="checkbox"/> Have Bus Monitors sign contract <input type="checkbox"/> Obtain Participant Bus Contracts and ensure there are enough copies for all participants <input type="checkbox"/> Pick up 'Travel Sign-in' sheet <input type="checkbox"/> Confirm insurance through Student Union or obtain certificate of insurance from bus company 	<p><u>Documentation</u></p> <p>Have all Participants sign 'Participant Bus Contracts'</p> <p>Implement 'Travel Sign-in' procedures</p>
<p><u>Emergency Response Plan</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss with CRLC or the office of Student Affairs protocol for handling emergency <input type="checkbox"/> Ensure you will have a cell phone for the event <input type="checkbox"/> Make note where nearest hospital to event is <input type="checkbox"/> Notify security of event and event details (on campus) <input type="checkbox"/> Make list of interested parties and inform them of event <input type="checkbox"/> Develop contingency plan for persons who miss return transportation 	<p><u>Emergency Response Plan</u></p> <p>Take cell phone to event Take directions to hospital with you Touch base with security prior to start of event.</p>

3. Events Involving Physical Activity

<u>Done</u> <u>Supervision</u> <ul style="list-style-type: none"><input type="checkbox"/> Sign PEO contract<input type="checkbox"/> Determine # of supervisors/ monitors required (guideline – the higher the risk the more supervision required)<input type="checkbox"/> Recruit supervisors<input type="checkbox"/> Have a backup plan for no-shows (e.g. list of alternates and phone #'s)	<u>Supervision</u> <p>Confirm adequate # of supervisors have shown up</p> <p>Call alternates if needed</p>
<u>Training</u> <ul style="list-style-type: none"><input type="checkbox"/> Obtain 1st Aid or CPR training or recruit someone with this training	<u>Training</u> <p>Instruct activity supervisors re. your expectations:</p> <ul style="list-style-type: none">▪ supervision of event▪ crowd control▪ reporting accidents
<u>Facilities and Equipment</u> <ul style="list-style-type: none"><input type="checkbox"/> Secure a well stocked 1st Aid Kit<input type="checkbox"/> Obtain a pre-activity facility checklist<input type="checkbox"/> Determine risks involved in the use of the equipment	<u>Facilities and Equipment</u> <p>Take 1st Aid Kit with you</p> <p>Implement pre-activity checklist prior to event</p>
<u>Documentation</u> <ul style="list-style-type: none"><input type="checkbox"/> Set up process to administer and collect waivers during ticket sales process<input type="checkbox"/> Set up procedures to check required ID's (if necess.)<input type="checkbox"/> Confirm event insurance	<u>Documentation</u> <p>Implement ID check procedures</p>
<u>Emergency Response Plan</u> <ul style="list-style-type: none"><input type="checkbox"/> Discuss with CRLC / Student Affairs protocol for handling emergency<input type="checkbox"/> Ensure you will have a cell phone for the event<input type="checkbox"/> Make note where nearest hospital to event is<input type="checkbox"/> Notify security of event and event details (on campus)<input type="checkbox"/> Make list of other interested parties and inform them of event<input type="checkbox"/> Review crowd control procedures and ensure supervision levels are adequate	<u>Emergency Response Plan</u> <p>Take cell phone to event</p> <p>Take directions to hospital with you</p> <p>Touch base with security prior to start of event.</p>

4. Events Impacting on Local Community

Done Supervision

- Sign PEO contract
- Determine # of monitors required
- Recruit monitors
- Have a backup plan for no-shows (e.g. list of alternates and phone #'s)
- Obtain 1st Aid or CPR training or recruit someone with this training

Supervision

- Confirm adequate # of monitors have shown up
- Call alternates if needed
- Instruct monitors re. your expectations:
 - monitoring event
 - crowd control
 - reporting incidents
 - post event clean-up

a Facilities and Equipment

- Secure a well stocked 1st Aid Kit
- Seek advice re. allowable noise levels
- Plan for post event clean-up

Facilities and Equipment

- Take 1st Aid Kit with you
- Monitor noise levels

Documentation

- Send out letter of notice to neighbours and surrounding businesses

Documentation

Emergency Response Plan

- Discuss with your CRLC / Office of Student Affairs protocol for handling emergency
- Ensure you will have a cell phone for the event
- Make note where nearest hospital to event is
- Notify security of event and event details (on campus)
- Make list of other interested parties and inform them of event
- Review crowd control procedures and ensure supervision levels are adequate

Emergency Response Plan

- Take cell phone to event
- Take directions to hospital with you
- Touch base with security prior to start of event.

5. Post Event

- Submit verbal and/or written evaluation to CRLC / Office of Student Affairs
- Submit completed Incident/ Accident Report form(s) if applicable
- Put all forms (waivers, sign-in sheets, accident reports, evaluation) in an envelope and submit to your CRLC / the Office of Student Affairs within 24 hours of the completion of your event.