SPECIAL EVENTS PRE-PLANNING CHECKLIST

Sponsoring Organization: _______________________________________________________

Contact: ___________________________   Phone: _______________________

Type of Event:  
- PARADE
- FAIR
- BIKE RACE
- WALK
- RUN
- FIREWORKS
- BLOCK PARTY
- PAVILION
- OTHER (specify) __________________________________

Event Name: ________________________  Date(s) of Event: _______________

Management Pre-Planning

If the special event is not sponsored by the city, has the sponsor obtained commercial general liability insurance that names the city as an additional insured?  ❑ YES  ❑ NO

Is alcohol to be sold or furnished?  ❑ YES  ❑ NO

If yes to alcohol, has the sponsoring organization obtained the required permits and obtained alcohol servers liability insurance coverage?  ❑ YES  ❑ NO

Has the Fire Department reviewed and approved the following:

- plans for first aid and/or emergency medical services  ❑ YES  ❑ NO  ❑ N/A
- route(s) for emergency vehicle access to event  ❑ YES  ❑ NO  ❑ N/A
- parade floats  ❑ YES  ❑ NO  ❑ N/A
- use of open flames  ❑ YES  ❑ NO  ❑ N/A
- use of fireworks or pyrotechnics  ❑ YES  ❑ NO  ❑ N/A
- cooking facilities  ❑ YES  ❑ NO  ❑ N/A
- availability and location of fire suppression equipment  ❑ YES  ❑ NO  ❑ N/A
- occupancy and spacing of tables or enclosures  ❑ YES  ❑ NO  ❑ N/A
- use of canopies or any fabric shelters  ❑ YES  ❑ NO  ❑ N/A

Does this special event require security staff?  ❑ YES  ❑ NO

If security is required:

- have provisions been made for event security?  ❑ YES  ❑ NO  ❑ N/A
- will local police provide security?  ❑ YES  ❑ NO  ❑ N/A
- will security guard service be contracted?  ❑ YES  ❑ NO  ❑ N/A

Any special ADA requirements for access to event(s)?  ❑ YES  ❑ NO  ❑ N/A
SPECIAL EVENT SAFETY SURVEY

Date of Survey: __________________
Surveyed by: _______________________________ Phone #: _______________
Completed Surveyed forwarded to: ________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

EVENT DESCRIPTION
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

GENERAL

1. Employee and volunteer orientation program has been provided to staff (safety rules, emergency procedures)?
   □ YES  □ NO  □ N/A

2. Certificates of insurance on file for all vendors, contractors, concessionaires?
   □ YES  □ NO  □ N/A

3. For annual events, have the previous year’s incident reports been reviewed to determine corrective actions to be incorporated into this year’s special event?
   □ YES  □ NO  □ N/A

4. Security is visible throughout the special event grounds?
   □ YES  □ NO  □ N/A

5. Ground cables laid to minimize tripping hazards, cable covers used in walkways?
   □ YES  □ NO  □ N/A

6. Extension cords not frayed or damaged in any way?
   □ YES  □ NO  □ N/A

7. Trash receptacles provided? Emptied daily?
   □ YES  □ NO  □ N/A

Explain Deficiencies and Corrective Action(s) Taken: _________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
### BLEACHERS AND GRANDSTANDS

1. Bleachers provided with footboards at all tiers?  ☐ YES  ☐ NO  ☐ N/A
2. Safety guard rails (42” high) with midrails provided along top and sides of bleachers?  ☐ YES  ☐ NO  ☐ N/A
3. Handrails provided for all stairs, ramps?  ☐ YES  ☐ NO  ☐ N/A
4. Benches/seating free of splinters, rough edges?  ☐ YES  ☐ NO  ☐ N/A
5. Bleachers and other seating secured to the ground?  ☐ YES  ☐ NO  ☐ N/A

Explain Deficiencies and Corrective Action(s) Taken: 
____________________________________________________________________________
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____________________________________________________________________________
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### TEMPORARY STRUCTURES (tents, restrooms, concession stands)

1. Steps and uneven surfaces marked and free from tripping hazards?  ☐ YES  ☐ NO  ☐ N/A
2. Stairs and ramps provided with adequate handrails?  ☐ YES  ☐ NO  ☐ N/A
3. Exits provided and clearly marked for assembly areas?  ☐ YES  ☐ NO  ☐ N/A
4. Room/tent capacities posted and enforced?  ☐ YES  ☐ NO  ☐ N/A
5. All permanent structures have smoke detectors?  ☐ YES  ☐ NO  ☐ N/A
6. Fire extinguishers strategically placed?  ☐ YES  ☐ NO  ☐ N/A
7. Doors and gates in assembly areas open outward?  ☐ YES  ☐ NO  ☐ N/A

Explain Deficiencies and Corrective Action(s) Taken: 
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____________________________________________________________________________
## ELECTRICAL/TV/RADIO

1. Power supply sources, remote units, antennas are segregated and posted? [ ] YES [ ] NO [ ] N/A

2. All wiring and power cables are elevated 10 feet high (where possible), bundled and wrapped with contrast markings, protected from damage by vehicles? [ ] YES [ ] NO [ ] N/A

3. Exterior wiring (permanent/temporary) installed in accordance to the National Electric Code? [ ] YES [ ] NO [ ] N/A

4. TV platforms: scaffolding is stable, on flat surfaces, base plates used, secured on all four sides? [ ] YES [ ] NO [ ] N/A

5. Ground cables laid to minimize tripping hazards, cable covers used in walkways? [ ] YES [ ] NO [ ] N/A

6. Extension cords not frayed or damaged in any way? [ ] YES [ ] NO [ ] N/A

7. Power turned off at main distribution source during non-event hours? [ ] YES [ ] NO [ ] N/A

Explain Deficiencies and Corrective Action(s) Taken: ________________________________________

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## EMERGENCY PROVISIONS

1. Emergency action plans have been written, reviewed, and training provided to staff? [ ] YES [ ] NO [ ] N/A

2. Emergency service stations strategically placed in event areas, signs posted indicating station locations? [ ] YES [ ] NO [ ] N/A

3. Emergency phone numbers and special event management contact phone numbers posted at emergency stations? [ ] YES [ ] NO [ ] N/A

4. Emergency vehicles have unrestricted access to any point or location in special event activity areas? [ ] YES [ ] NO [ ] N/A
5. Two-way communication system utilized including use of a designated exclusive emergency channel? □ YES □ NO □ N/A

6. Inclement weather plan has been developed, warning signal system in place and operational? □ YES □ NO □ N/A

Explain Deficiencies and Corrective Action(s) Taken: ______________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

PARKING FACILITIES

1. Entrances, exits, and parking areas clearly marked? □ YES □ NO □ N/A

2. Traffic control has been provided and adequate? □ YES □ NO □ N/A

3. Pedestrian crosswalks clearly marked? □ YES □ NO □ N/A

4. Crosswalks controlled by crossing guards and/or electronically controlled devices? □ YES □ NO □ N/A

5. Shuttle bus pick-up/drop-off areas clearly marked? □ YES □ NO □ N/A

6. Parking areas checked for trip/fall hazards (potholes)? □ YES □ NO □ N/A

7. Parking areas illuminated, scheduled security patrols? □ YES □ NO □ N/A

Explain Deficiencies and Corrective Action(s) Taken: ______________________________________
____________________________________________________________________________
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____________________________________________________________________________
SPECIAL EVENTS: INCLEMENT WEATHER STATEMENT

PURPOSE

To provide for the warning and evacuation of attendees if the event is experiencing or threatened with a weather emergency.

EVENT POLICY

A designated special event staff person will make arrangements to provide constant monitoring of weather conditions that can potentially impact the event. Resources can include, but not limited to, the National Weather Service and news media meteorologist.

Develop methods to communicate the weather emergency to the event attendees. Examples of modes of communication are air horns, civil defense type sirens, bull horns throughout the event area(s), and event-wide public address system.

Include warnings and “what to do” instructions in printed material given to all event attendees. Instructions should explain how the weather emergency will be communicated to the attendees, and what the attendees are asked to do. Event programs and ticket stubs are common places for warnings and instructions. In addition, signs can be strategically placed throughout the special event area(s).

Prior to the event, identify individual(s) who will have the authority to evacuate the event, cancel and/or postpone the special event.

Design an evacuation plan. Special attention should be made to areas that will be congested, exits (for indoor events), parking areas, and traffic control.

Train special event staff (employees, volunteers, security, concessionaires) in their role and crowd control duties in the event of a weather emergency and possible evacuation.
Dear Event Volunteer:

One of our top priorities for the (insert special event name) is the safety of all the attendees. We are committed to providing the safest event possible for you, the participants, and the attendees. We must all take responsibility for the fulfillment of the goal to have an accident free event.

Event management must be aware of the risk that all persons may encounter during this event. We must not allow anyone to perform an unsafe act or find unsafe conditions throughout the event area(s). We need to continuously evaluate the conditions surrounding the event for anything that can possibly lead to personal injury or disruption of the event. In your capacity as a volunteer you can be an invaluable in helping us manage the event to be safe and enjoyable for everyone in attendance.

As you perform your volunteer duties, we ask that you to be aware of the conditions around you. If you identify an act or condition that you believe can lead to an accident, contact the volunteer coordinator, event safety manager, or event security as soon as possible. We will do our best to correct any unsafe acts or conditions in a timely manner.

If you have any ideas that can help us achieve our goal of an accident free event, please do not hesitate to call me, the volunteers coordinator, or the event safety manager. Working together we can make the (insert special event name) safe and fun for all.

Thank you,

Name of Event Coordinator

Phone Number of Event Coordinator