

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: _____

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: _____

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: _____

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: _____

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.

SPECIAL EVENTS: VOLUNTEER SAFETY STATEMENT

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
