

Special Events Form

Name of Event:	Date(s) of Event:
Entity:	Event Coordinator:
Starting Time of Event:	End Time of Event:
Location of Event:	Estimated Attendance:
Event Sponsors/ Promoters	Phone:
Facility Maintenance Contact:	Phone:
Fire Department Contact:	Phone:
Police Department / Security Contact:	Phone:
Medical Response / Ambulance Contact:	Phone:
Utility Company Contacts:	Phone:
	Phone:
	Phone:
Parking & Traffic Control Contact:	Phone:
Designated Media Spokesperson:	Phone:
Local Health Department Contact:	Phone:
Property / Liability Insurer:	
Contact:	Phone:
Special Events Coverage Insurer:	
Contact:	Phone:
Workers Compensation Insurer:	
Contact:	Phone:
Claims Adjuster Company:	
Contact:	Phone:

1. Accident Reporting and Investigations

Have procedures been established for the reporting and investigations of event-related accidents?

Yes No N/A

Comments:

Are accident reports routed to the risk manager / loss control contact for the public entity?

Yes No N/A

Comments:

Are phone numbers to notify claims adjusters of serious incidents available?

Yes No N/A

Comments:

Are facility employees notified if the accident was caused by an unsafe condition?

Yes No N/A

Comments:

2. Insurance

Is this event usual to public entity operations? If not, have you contacted your insurance representative regarding special events coverage?

Yes No N/A

Comments:

Have you considered other issues that might make special events coverages desirable, such as a high deductible on your general liability coverage, or the desirability of segregating special events exposures from your general loss exposures?

Yes No N/A

Comments:

Are you adding additional insureds to your coverage? Have you contemplated the impact of numerous additional insureds on your limits of liability?

Yes No N/A

Comments:

Have you checked on any applicable coverage exclusions?

Yes No N/A

Comments:

3. Insurance Requirements of Others

Have you required adequate limits of insurance from other organizations using your facilities?

Yes No N/A

Comments:

Has the public entity been named as an additional insured on the other organization's policy?

Yes No N/A

Comments:

Has proof of additional insured status been provided by a certificate of insurance policy endorsement or broker confirmation letter?

Yes No N/A

Comments:

Have you requested a certified copy of the policy (or at least a specimen) and reviewed it, particularly the exclusions?

Yes No N/A

Comments:

4. Contracts

Will any parties other than the public entity need to be involved in planning or executing the event?

Yes No N/A

Comments:

If so, have the roles and functions of each party been clearly defined?

Yes No N/A

Comments:

Have any applicable purchasing, competitive bidding, and/or contracting requirements been followed in selecting vendors, service providers, and other parties?

Yes No N/A

Comments:

Has the process of drafting, reviewing, and negotiating contract been started well in advance of the event?

Yes No N/A

Comments:

Has each draft contract been prepared or reviewed by the public entity's legal counsel?

Yes No N/A

Comments:

Does each contract include components for the protection of the public entity, including the following:

Indemnification / hold harmless provisions?

Yes No N/A

Comments:

A requirement that the contractor obtains insurance, and includes the public entity, its officers, and its employees, as additional insureds?

Yes No N/A

Comments:

A requirement that the contractor furnish a certified copy of its insurance policy or policies to the public entity?

Yes No N/A

Comments:

Have payment arrangements been defined clearly?

Yes No N/A

Comments:

Are contingencies made for such possibilities as cancellation or postponement of the event by the public entity?

Yes No N/A

Comments:

Are there remedies or penalties for a breach of contract by the other party?

Yes No N/A

Comments:

If tickets will be sold, are provisions made for keeping track of sales, avoiding overselling, and accounting for receipts?

Yes No N/A

Comments:

If the other party is an out-of-state contractor, does the contract specify that California law applies to the interpretation of the contract, and that California courts have jurisdiction over contract disputes?

Yes No N/A

Comments:

Is responsibility defined for property damage to a public facility at which the event will be held?

Yes No N/A

Comments:

Is responsibility defined for other property damage or injury claims?

Yes No N/A

Comments:

Are provisions made for a security deposit for the use of a public entity facility?

Yes No N/A

Comments:

Are other appropriate clauses included in the contract, such as anti-discrimination, compliance with the Americans with Disabilities Act, independent contractor status, and compliance with other laws?

Yes No N/A

Comments:

Has each contract been properly approved by the appropriate representative of each party?

Yes No N/A

Comments:

5. Alcohol Concessions

Will alcoholic beverages be sold at the event? If yes, have policies and procedures been established to address the following:

- a. Making sure those who serve alcohol meet age requirements, and prohibits them from consuming alcohol during their work shift?

Yes No N/A

Comments:

b. Training those who serve liquor in alcohol awareness techniques, state law requirements, and how to deal with intoxicated persons?

Yes No N/A

Comments:

c. Denying entry of intoxicated persons to the event?

Yes No N/A

Comments:

d. Prohibiting attendees from bringing alcohol to the event

Yes No N/A

Comments:

e. Limiting the size of containers in which alcohol is served?

Yes No N/A

Comments:

f. Checking photo ID's to verify legal ages?

Yes No N/A

Comments:

g. Establishing a limit of no more than two drinks per person per purchase?

Yes No N/A

Comments:

h. Designating times for the beginning and end of alcohol sales?

Yes No N/A

Comments:

i. Serving food at the event to help absorb alcohol?

Yes No N/A

Comments:

j. Encouraging designated drivers and arranging for alternative modes of transportation for those who may become intoxicated?

Yes No N/A

Comments:

k. Prohibiting sales to people who are obviously intoxicated?

Yes No N/A

Comments:

l. Providing security or law enforcement personnel to deal with intoxicated or unruly attendees?

Yes No N/A

Comments:

m. Verifying that any required special events permits for serving alcohol have been obtained?

Yes No N/A

Comments:

n. Verifying that event sponsors and promoters who serve alcohol have adequate liquor liability insurance and the public entity is named on additional insured on the policy?

Yes No N/A

Comments:

6. Communications

Has a communications network between event sponsors, municipal departments, police, fire, medical, facility maintenance, traffic control, risk management and other applicable individuals and groups been established?

Yes No N/A

Comments:

Are adequate communication devices (telephones, cellular phones, two-way radios, etc.) available?

Yes No N/A

Comments:

Has a communications system been established and tested?

Yes No N/A

Comments:

Do employees, volunteers, and event sponsors/promoters know how to summon emergency assistance if needed?

- Yes No N/A

Comments:

Have emergency telephone numbers been posted in key areas?

- Yes No N/A

Comments:

Has a list of telephone numbers for key event personnel been developed and circulated?

- Yes No N/A

Comments:

Are maps or site diagrams of event locations and facilities developed and issued to key personnel? Are event schedules published and issued to key personnel?

- Yes No N/A

Comments:

Has a person been designated to deal with the media in the event of a serious incident? Are employees and volunteers aware that they are to direct questions from the media to the designated spokesperson?

- Yes No N/A

Comments:

Is the phone number for the local weather bureau available to call for up-to-date weather forecasts?

- Yes No N/A

Comments:

7. Crowd Control

Have the expected size, characteristics and likely behavior of the crowd been evaluated?

- Yes No N/A

Comments:

Has the site been evaluated to ensure there will be no violations of fire codes such as locked doors or overcrowding?

- Yes No N/A

Comments:

Have procedures been established to limit crowd size within facilities to prevent overcrowding?

- Yes No N/A

Comments:

Is an emergency plan for dealing with adverse crowd behavior in place?

- Yes No N/A

Comments:

Are police or security strategically located?

- Yes No N/A

Comments:

Are instructional signs visible and is the public address system clearly audible?

- Yes No N/A

Comments:

Are ushers or others who may be needed for assistance wearing clearly identifiable clothing?

- Yes No N/A

Comments:

Are activities scheduled to aid in the movement of the crowd?

- Yes No N/A

Comments:

Are ushers, security, volunteers, and others associated with the event trained for their specific tasks?

- Yes No N/A

Comments:

Have procedures been established for altercations, drunkenness, and belligerent or nuisance individuals?

- Yes No N/A

Comments:

Do security personnel know the procedures to follow in the event of these problems?

- Yes No N/A

Comments:

If tickets will be sold, have provisions been made to avoid overselling?

- Yes No N/A

Comments:

If hot weather is expected, have provisions been made for drinking water facilities and other measures to avoid heat stroke or heat exhaustion?

- Yes No N/A

Comments:

8. Disabled Persons Access

Is designated handicapped parking (with ramps if needed) provided?

- Yes No N/A

Comments:

Are accessible routes of travel in the building at least 36 inches wide with doorways having at least 32 inches of clear opening?

- Yes No N/A

Comments:

Are other areas such as restrooms, water fountains and telephones accessible for persons utilizing wheelchairs?

- Yes No N/A

Comments:

Is at least one elevator or lift available if a ramp does not exist?

- Yes No N/A

Comments:

Is seating for disabled persons provided and intermixed with other seating?

- Yes No N/A

Comments:

Do public telephones have volume controls?

- Yes No N/A

Comments:

If more than 4 phones exist, is one or more equipped with text telephone (TT or TDD)?

- Yes No N/A

Comments:

Are auxiliary aids and services such as printed information on tape, Braille, large print, or information read by qualified readers, and guides available to assist visually impaired people?

- Yes No N/A

Comments:

For the hearing impaired, are qualified interpreters, video displays, amplification and hearing-aid compatible telephones, assistive listening systems, caption decoders and emergency flashing alarms provided or available upon request?

- Yes No N/A

Comments:

Have special emergency procedures been established for evacuating persons with disabilities?

- Yes No N/A

Comments:

Do third party contracts contain provisions requiring contractors to comply with ADA requirements?

- Yes No N/A

Comments:

9. EMERGENCY PLANNING

Has an emergency plan been established for the event and reviewed with key event employees, volunteers, sponsors and emergency personnel?

- Yes No N/A

Comments:

Have evacuation plans for indoor and outdoor events been established, reviewed with event personnel, and posted in key areas?

- Yes No N/A

Comments:

Have the local police and fire departments and ambulance service been included in the pre-event and emergency planning process?

- Yes No N/A

Comments:

Has the local hospital(s) been contacted to make them aware of event activities, potential injuries/illnesses, and to develop treatment plans in case of mass injuries?

- Yes No N/A

Comments:

Have adequate access routes been established for emergency vehicles?

- Yes No N/A

Comments:

Do mutual aid agreements exist for requesting emergency assistance from other jurisdictions?

- Yes No N/A

Comments:

Have provisions been made for backup utility services (electric, gas, phones, etc.) in the event of interruption of essential services?

- Yes No N/A

Comments:

Have contingency plans been developed for protecting event personnel and attendees in case of adverse weather conditions?

- Yes No N/A

Comments:

10. FOOD AND BEVERAGE CONSESSIONS

Have health and sanitation inspections been conducted by the local health department?

- Yes No N/A

Comments:

Will food service activities be monitored throughout the event?

- Yes No N/A

Comments:

Have certificates of insurance been received from food vendors?

- Yes No N/A

Comments:

Have food service policies been established regarding eating and drinking beverages, smoking, attire and grooming, illnesses and hygiene?

- Yes No N/A

Comments:

Is regular clean-up scheduled for food service and preparation areas?

- Yes No N/A

Comments:

Are trash containers inspected and emptied on a schedule?

- Yes No N/A

Comments:

Are notices of proper hand washing requirements posted in public and personnel washrooms?

- Yes No N/A

Comments:

If vehicles are used to transport food, have they been inspected by the health inspector?

- Yes No N/A

Comments:

For outdoor cooking with open flames, are the local fire department regulations being followed?

- Yes No N/A

Comments:

Are propane cylinders used for cooking properly secured?

- Yes No N/A

Comments:

Are cooking areas separated from serving areas to reduce collision hazards?

- Yes No N/A

Comments:

Have cash handling procedures been established if food is sold?

Yes No N/A

Comments:

Have communication methods been established between food service areas and security to reduce disturbances?

Yes No N/A

Comments:

Have personnel been trained to deal with frustrated individuals due to potentially long lines?

Yes No N/A

Comments:

Have applicable business/sales tax licenses been obtained?

Yes No N/A

Comments:

11. MEDICAL AND FIRST AID

Have potential hazards based upon the activities and type of crowd been assessed?

Yes No N/A

Comments:

Has a physician evaluated potential medical needs for the event?

Yes No N/A

Comments:

Are the availability and qualifications of medical personnel adequate for the expected crowd?

Yes No N/A

Comments:

Do written medical plans exist for minor and major incidents?

Yes No N/A

Comments:

Is there coordination between the medical staff, security, local police and fire departments?

Yes No N/A

Comments:

Has the proper jurisdiction for emergency medical service been notified to ensure service?

Yes No N/A

Comments:

For mass injuries, has a chain of command been established to coordinate various agencies and jurisdictions?

Yes No N/A

Comments:

Have hospitals in the area been notified of the event to allow them to prepare for mass injuries?

Yes No N/A

Comments:

Are highly visible medical teams properly stationed before, during and after the event?

Yes No N/A

Comments:

Is information regarding first aid stations in handout literature?

Yes No N/A

Comments:

Are maps or diagrams available to medical personnel for responding to injuries and illnesses?

Yes No N/A

Comments:

Have procedures been established for determining when ambulances will be called or available on-site?

Yes No N/A

Comments:

Are emergency routes identified and established so that all areas can be reached by vehicles?

Yes No N/A

Comments:

Are specific ambulances designated for the event, which will not be used for other calls?

- Yes No N/A

Comments:

Have landing sites been identified if a helicopter emergency transport is necessary?

- Yes No N/A

Comments:

Is there a need for special electrical power, water, lighting, air conditioning or heating at medical stations?

- Yes No N/A

Comments:

Is there a policy regarding dispensing of prescription and nonprescription medicines?

- Yes No N/A

Comments:

Do people providing first aid and CPR have valid certifications?

- Yes No N/A

Comments:

Is a medical treatment form completed for all injuries?

- Yes No N/A

Comments:

Is a cooling tent available for persons who have suffered from overexposure to the sun or heat?

- Yes No N/A

Comments:

Is a log by patient, injury or illness, complaint and time maintained?

- Yes No N/A

Comments:

Where treatment is refused, is a signed refusal of medical treatment obtained?

- Yes No N/A

Comments:

To assist communications, is a medical person at the command post?

- Yes No N/A

Comments:

Is special security needed for the medical staff, medical stations or storage of supplies?

- Yes No N/A

Comments:

Are blood borne pathogen policies followed to reduce exposures during treatment or clean-up?

- Yes No N/A

Comments:

Is the event staff trained to maintain confidentiality and privacy concerning individuals' medical conditions?

- Yes No N/A

Comments:

12. PARKING AND TRAFFIC CONTROL

Have the number of parking spaces needed been estimated? (Divide the estimated number of expected attendance by 2.0-2.5 people per car.)

- Yes No N/A

Comments:

Has consideration been given to pedestrian walkways, traffic patterns and emergency access?

- Yes No N/A

Comments:

Have designated parking lot opening and closing times been established?

- Yes No N/A

Comments:

Is parking for emergency vehicles established at predetermined sites?

- Yes No N/A

Comments:

Is security adequate for parking lots and walking areas? (Parking attendants are not security officers.)

Yes No N/A

Comments: _____

Has adequate and designated parking been established for staff, VIP'S, media, buses, and service vehicles?

Yes No N/A

Comments: _____

Are there sufficient handicapped spaces and is access to these areas permitted only with handicapped parking stickers or tags?

Yes No N/A

Comments: _____

Are parking lots marked for identification to aid people in finding their vehicles?

Yes No N/A

Comments: _____

Are there any restrictions regarding outdoor cooking, alcohol consumption and parties in areas where recreational vehicles may stay before or after an event?

Yes No N/A

Comments: _____

Has information on parking laws and regulations from traffic, fire and police departments been obtained and evaluated?

Yes No N/A

Comments: _____

Do contracts exist for the use of parking lots specifies liability, clean-up and security responsibilities?

Yes No N/A

Comments: _____

If the entity must pay for the parking areas, will sufficient fees be charged to cover the cost?

Yes No N/A

Comments: _____

Was a site evaluation conducted of the parking areas?

Yes No N/A

Comments: _____

If parking may overflow into the streets, have affected neighborhoods been informed and appropriate plans made?

Yes No N/A

Comments: _____

Is traffic flow into and from parking lots arranged so that it does not impede normal traffic lanes?

Yes No N/A

Comments: _____

Will vehicles be towed, and if so, are written policies established and signs posted?

Yes No N/A

Comments: _____

Has the public been informed of parking hours and lot locations through the media or advertising?

Yes No N/A

Comments: _____

Are cash handling procedures in parking areas established to reduce robbery or theft?

Yes No N/A

Comments: _____

Have plans been made for restoring or repairing parking lots to their prior condition?

Yes No N/A

Comments: _____

If parking activities will occur after sundown, are parking areas adequately lit?

Yes No N/A

Comments: _____

Are parking attendants equipped with reflective vests and flashlights for nighttime parking activities?

Yes No N/A

Comments: _____

13. PERMITS AND LICENSES

If a public facility, such as a street, building, park, etc., will be used or occupied by another party to conduct a special event, have the appropriate permits, short term rental agreements, and/or licenses been sought and obtained?

Yes No N/A

Comments: _____

If food will be served at the event, has the server complied with any applicable state or county food service handling requirements?

Yes No N/A

Comments: _____

If liquor will be served at the event, has the server obtained any applicable special events liquor permits from the state and local liquor licensing authorities?

Yes No N/A

Comments:

If any retail sales of tangible personal property will be made, has the seller obtained any necessary state and local sales tax licenses and local business licenses?

Yes No N/A

Comments:

If tickets will be sold for the event, has the seller obtained any applicable local admissions tax licenses?

Yes No N/A

Comments:

If amusement or carnival rides, or bungee jumping operations are involved, has the owner/operator complied with applicable state registration requirements, and any applicable local licensing requirements?

Yes No N/A

Comments:

If fireworks displays are involved, has the operator complied with applicable state regulations, and with Uniform Fire Code or equivalent local requirements?

Yes No N/A

Comments:

14. SANITATION

Was a pre-event evaluation conducted to determine sanitation needs?

Yes No N/A

Comments:

Have written procedures and schedules been established before, during and after the event for proper sanitation and maintenance?

Yes No N/A

Comments:

For contracted sanitation activities, are proper contracts established?

Yes No N/A

Comments:

Do contractors have adequate insurance?

- Yes No N/A

Comments:

Is communication equipment available to call for emergency clean-up if needed?

- Yes No N/A

Comments:

Have special supplies and equipment been arranged?

- Yes No N/A

Comments:

Will documented inspection of the facility be conducted after the event to identify conditions needing repair?

- Yes No N/A

Comments:

Have specific activities and schedules been established regarding sweeping, mopping, emptying trash, disinfecting, restocking or snow and ice removal at restrooms and designated locations?

- Yes No N/A

Comments:

If volunteers are used for clean-up, have they been trained in safe lifting techniques and are they provided with necessary personal protective equipment?

- Yes No N/A

Comments:

Have maintenance personnel been trained to keep emergency access and exits clear of trash, waste containers, and cleaning equipment?

- Yes No N/A

Comments:

Is there a sufficient number of restrooms present and of the correct ratio to comply with applicable health standards?

- Yes No N/A

Comments:

Are restrooms adequately located and easy to find?

Yes No N/A

Comments:

Are restrooms accessible to persons with disabilities?

Yes No N/A

Comments:

Are portable signs such as "wet floors" or "please use trash containers" used to post hazardous conditions or help maintain clean conditions?

Yes No N/A

Comments:

15. SECURITY

- A. Security Plan
- B. Private Security
- C. Law Enforcement
- D. Security Equipment
- E. Command Post
- F. Cash Collection

A. Security Plan

Is there an event-specific written security plan?

Yes No N/A

Comments:

Does the plan include provisions for foreseeable incidents such as bomb threats, alcohol related problems, gangs, vandalism, parking problems, crowd control, riots, fire, demonstrations, robbery, mass injuries, and emergency evacuation?

Yes No N/A

Comments:

Is the number of security personnel needed for the event specified?

Yes No N/A

Comments:

Does the plan have selection, training, job requirements, and supervision provisions for security guards?

Yes No N/A

Comments:

Does security have a map of the event layout and parking areas?

Yes No N/A

Comments:

Do all security personnel have access to radio communication?

Yes No N/A

Comments:

Is security transportation needed for large events? If so, are there policies regarding use of vehicles on the event grounds?

Yes No N/A

Comments:

Are security personnel highly visible and identifiable?

Yes No N/A

Comments:

B. Private Security

If private security is used, has a proper contract been established with insurance provisions, licensing requirements, and references checked?

Yes No N/A

Comments:

Does the security company have experience in handling special events, particularly this type of event?

Yes No N/A

Comments:

Has a copy of the security company's policy and procedures manual been reviewed?

Yes No N/A

Comments:

C. Law Enforcement

Are organizers of non-public entity sponsored events billed for police protection?

- Yes No N/A

Comments:

Are law enforcement officers trained in dealing with crowd behavior?

- Yes No N/A

Comments:

Are officers aware of the event schedule for events which might involve firearms such as starting guns, or loud noises such as fireworks?

- Yes No N/A

Comments:

Are mutual aid agreements in place for additional security if needed?

- Yes No N/A

Comments:

Are firearms only carried by law enforcement officers and not other security?

- Yes No N/A

Comments:

D. Security Equipment

Is special equipment needed such as monitors, lighting, barricades, alarms, or special detection equipment?

- Yes No N/A

Comments:

E. Command Post

Is there a security position at the command center where communications for security personnel can be monitored?

- Yes No N/A

Comments:

Is an emergency back-up communications system established?

- Yes No N/A

Comments:

Is the command post close to the event but separated from hazardous areas?

- Yes No N/A

Comments:

Are representatives from each major group such as organizers, security, medical, and transportation stationed at the command center?

- Yes No N/A

Comments:

Has a chain of command been established?

- Yes No N/A

Comments:

Are incidents reported to the command center? Are incident logs maintained?

- Yes No N/A

Comments:

F. Cash Collection

Is there a plan for collecting cash, limiting amounts on site, and transporting it to a safe location?

- Yes No N/A

Comments:

Are cash collection sites identified on the site plan?

- Yes No N/A

Comments:

If volunteers are used, have they been carefully screened with background checks if necessary?

- Yes No N/A

Comments:

Are people responsible for cash handling bonded or closely supervised?

- Yes No N/A

Comments:

Are armed guards used to transport cash?

- Yes No N/A

Comments:

Is cash immediately counted and recorded by location when received at the secured location?

- Yes No N/A

Comments:

16. SITE SAFETY - INDOOR EVENT

Are indoor facilities inspected prior to the event to detect and eliminate unsafe conditions?

- Yes No N/A

Comments:

Will qualified personnel be available during the event to evaluate and correct unsafe conditions?

- Yes No N/A

Comments:

Are emergency lights, fire and smoke alarms, sprinkler systems and fire extinguishers in proper working condition?

- Yes No N/A

Comments:

Have evacuation plans been established and reviewed with key event personnel?

- Yes No N/A

Comments:

Are means of egress unobstructed?

- Yes No N/A

Comments:

Are exits properly signed, illuminated and unobstructed?

- Yes No N/A

Comments:

Has the maximum occupancy load been determined? Have policies and procedures been established so the maximum occupancy load is not exceeded?

- Yes No N/A

Comments:

Are floors free of uneven surfaces, cracks, holes or slippery spots where people can slip, trip and fall?

- Yes No N/A

Comments:

Is lighting in aisles, hallways, corridors and event activity areas adequate?

- Yes No N/A

Comments:

Is electrical equipment of sufficient capacity, free from defects, and secured from general public access?

- Yes No N/A

Comments:

Are extension cords free from defects, equipped with ground prongs and situated so they don't present a tripping hazard?

- Yes No N/A

Comments:

Is seating free from defects, and properly installed?

- Yes No N/A

Comments:

Are bleachers installed by a qualified person and equipped with side and backrails?

- Yes No N/A

Comments:

Will security and/or barricades need to be provided to separate the audience from performers?

- Yes No N/A

Comments:

Are there any hazardous operations (spray painting, construction areas, machinery, etc.) that need to be ceased during the event or secured from general public access?

- Yes No N/A

Comments:

17. SITE SAFETY - OUTDOOR EVENT

Are outdoor areas inspected prior to the event to detect and eliminate unsafe conditions?

- Yes No N/A

Comments:

Will qualified personnel be available during the event to evaluate and correct unsafe conditions?

- Yes No N/A

Comments:

Have evacuation plans been established and reviewed with key event personnel?

- Yes No N/A

Comments:

Have plans been developed to ensure adequate exits, aisles, means of egress, and access of emergency vehicles?

- Yes No N/A

Comments:

Are entrances, exits and fire lanes adequately marked?

- Yes No N/A

Comments:

Are well placed and visible signs used to mark first aid stations, information areas, restrooms, food services, vehicle directions, parking areas, restricted areas, and security offices?

- Yes No N/A

Comments:

Is an adequate amount and type of fire fighting equipment (fire extinguishers, hydrants, etc.) available?

- Yes No N/A

Comments:

Has the maximum occupancy load been determined? Have policies and procedures been established so the maximum occupancy load is not exceeded?

- Yes No N/A

Comments:

Is electrical equipment of sufficient capacity, free from defects, and secured from general public access?

- Yes No N/A

Comments:

Are there a sufficient number of electrical outlets so they are not overloaded?

- Yes No N/A

Comments:

Are temporary structures and event activities kept clear of overhead power lines?

- Yes No N/A

Comments:

Are extension cords free from defects, equipped with ground prongs, and situated so they don't present a tripping hazard? Are they protected from water and other liquids?

- Yes No N/A

Comments:

Were utility companies contacted to locate underground utilities before digging?

- Yes No N/A

Comments:

For night events, is there adequate lighting for restrooms, concessions, parking, and event activities?

- Yes No N/A

Comments:

Are walking surfaces free from obvious fall hazards such as holes, guy wires, cords, uneven surfaces, etc.?

- Yes No N/A

Comments:

Is temporary seating free from defects and properly installed?

- Yes No N/A

Comments:

Are bleachers installed by a qualified person and equipped with side and backrails?

- Yes No N/A

Comments:

Are stages free from recognized hazards?

- Yes No N/A

Comments:

Will security and/or barricades need to be provided to separate the audience from on-stage performers?

- Yes No N/A

Comments:

Is scaffolding erected by qualified persons? Are measures taken to keep the general public off scaffolding equipment?

- Yes No N/A

Comments:

Are tents and booths installed by qualified persons? Do they have adequate insurance and have they named the public entity as an additional insured? Are tents and booths adequately installed to withstand high winds and inclement weather, and in compliance with applicable codes? Are guy wires and stakes marked or protected to prevent injury to the general public?

- Yes No N/A

Comments:

Are flammable liquids and gasses secured from public access, and separated from ignition sources and combustible materials? Are "No Smoking" signs posted?

- Yes No N/A

Comments:

Are pesticides available to spray trash receptacles for bees, wasps, and other insects?

- Yes No N/A

Comments:

Are there any other man-made hazards (construction areas, bridge, manholes, displays, etc.) that need to be patrolled, secured, and/or signed to prevent general public access?

- Yes No N/A

Comments:

Are there any natural hazards (cliffs, rivers, streams, etc.) that need to be barricaded, patrolled, and/or signed to prevent general public access?

- Yes No N/A

Comments:

18. VEHICLE SAFETY

Will vehicles be allowed on the event site?

- Yes No N/A

Comments:

Are vehicles limited only to predetermined areas or for authorized emergency access?

- Yes No N/A

Comments:

Are special passes used to control vehicle access?

- Yes No N/A

Comments:

Has proof of insurance with adequate limits been verified for all vehicles which will be used?

- Yes No N/A

Comments:

Do drivers have established routes when transporting individuals from parking lots?

- Yes No N/A

Comments:

Are transport vehicles accessible to persons with disabilities?

- Yes No N/A

Comments:

19. DRIVERS

If volunteers will be operating vehicles, do they have the appropriate licenses?

Yes No N/A

Comments:

Have motor vehicle records been reviewed for vehicle operators?

Yes No N/A

Comments:

Have drivers been trained in transportation rules and procedures?

Yes No N/A

Comments:

20. VEHICLE INSPECTIONS

Have all vehicles been given a documented inspection for unsafe conditions? If so, have defects been corrected?

Yes No N/A

Comments:

Are vehicles equipped with seat belts?

Yes No N/A

Comments:

Is each vehicle equipped with the necessary safety equipment?

Yes No N/A

Comments:

21. ACCIDENT REPORTING

Do drivers know the proper procedures to follow in the event of an accident?

Yes No N/A

Comments:

Are accident reporting kits in each vehicle?

Yes No N/A

Comments:

22. VOLUNTEERS AND EVENT PARTICIPANTS

Are volunteers qualified to perform the tasks they are assigned?

Yes No N/A

Comments:

Are volunteers trained to perform their assigned tasks in a safe manner?

Yes No N/A

Comments:

Will volunteers be supervised to ensure they are performing their tasks safely?

Yes No N/A

Comments:

Will volunteers be driving a vehicle for the event? If yes, have you checked their motor vehicle records?

Yes No N/A

Comments:

If volunteers are driving their own vehicles during the event, have you required proof of their personal automobile insurance? Are their limits of insurance adequate?

Yes No N/A

Comments:

If volunteers are driving public entity vehicles, do they have appropriate licenses?

Yes No N/A

Comments:

Are volunteers trained to operate the types of vehicles you are providing them?

Yes No N/A

Comments:

Are policies in place to handle injuries to volunteers?

Yes No N/A

Comments:

Do you have an accidental medical program for volunteers (like CIRSA's Volunteer Accident Medical Program) in place?

Yes No N/A

Comments:

Are you depending on volunteers' personal medical insurance? If yes, have you required proof of coverage?

Yes No N/A

Comments:

Are you requiring volunteers to sign waivers and releases of liability prior to working on your behalf?

Yes No N/A

Comments:

23. EVENT PARTICIPANTS

Do you have persons participating in high-risk activities (such as sports or rodeo activities)?

Yes No N/A

Comments:

Have you considered an accident medical program for event participants (like CIRSA's Sports Accident Medical Program)?

Yes No N/A

Comments:

Are you requiring participants to sign waivers and releases of liability prior to the activity?

Yes No N/A

Comments:

24. POST EVENT CRITIQUE

Has the event coordinator or planning committee conducted a post-event critique to discuss successes and problems with the event and to plan for future ones?

Yes No N/A

Comments:

Is input requested from public entity departments, emergency personnel, outside organizations and event sponsors and promoters?

Yes No N/A

Comments:

Are accident reports analyzed to determine where, when, why and how the more frequent and severe accidents occurred?

- Yes No N/A

Comments:

Are proper claim reports filed with the appropriate insurance company?

- Yes No N/A

Comments:

Is a post-event critique report prepared? Are recommendations for preventing future accidents provided? Is this information shared with future event planners?

- Yes No N/A

Comments:
