

South Dakota Public Assurance Alliance

Sample Special Event Risk Management Check List

An event risk management checklist is a guide to the many issues that should be considered when planning an event. Depending on the event, some of these issues may not be applicable and some may require more detailed management than others.

ACCESS and EGRESS

- Adequate number of entries/exits
- Entries/exits clear and accessible
- Exit pathways well defined and clearly marked

ELECTRICAL

- Wiring up to code and in good condition
- Adequate voltage/wattage for event use
- Electrical equipment protected from weather
- Sufficient emergency generator power available
- Premises inspected by a licensed electrician

FIRST AID/ COMMUNICATION

- Stations suitably located, identified and supervised
- Facilities adequate for event type
- Mobile communication between event personnel, first aid and security

STAFF, VOLUNTEERS and CONTRACTORS

- Background screening
- Training with records kept
- Copies of applications kept

PERMITS, LICENSING and REGISTRATION

- Applicable state and local government permits obtained
- Food handling/sales permits obtained
- Liquor licenses/permits obtained

TRAFFIC FLOW

- Clearly defined areas for traffic separated from pedestrians
- Provisions for emergency vehicle entrance/exit
- Fire hydrant access

AMUSEMENT STRUCTURES

- Structures have current license/certification
- Electrical inspection up to date
- Qualified safety inspection performed and documented
- Appropriate space, perimeter protection and lighting

PARKING

- Sufficient number, type and handicap accessible
- Adequate signage, lighting and access to site
- Adequate security

SEATING

- Sufficient seating
- ADA accommodations
- Bleachers inspected for safety

FOOD SAFETY

- Adequate refrigeration, storage, heat and prep areas
- Licensed/certified food handlers
- Proper food handling procedures

ALCOHOL SAFETY

- Adequate training for distribution
- Require identification, wristbands
- Make alternative transportation available

EMERGENCY PROCEDURES

- Plans and procedures documented
- Staff and volunteers trained on procedures
- Evacuation plan due to weather or other events
- Evacuation route posted and practiced

STAGING and PLATFORMS

- Electrical equipment appropriate for outdoor/heavy use
- Adequate access/egress around staging and platforms
- Erected, inspected and dismantled by qualified personnel

MAINTENANCE

- Maintenance personnel onsite
- Personnel have appropriate contact information
- Maintenance records accessible before/during/post event

INFLATABLE STRUCTURES

- Structure properly secured
- Qualified safety inspection performed and documented
- Weather monitored and shut down procedures known

AMENITIES

- Adequate toilet and hand washing facilities
- Drinking water available to staff and participants
- Adequate trash disposal

CROWD MANAGEMENT

- Occupancy monitored and limit not exceeded
- Event safety rules and regulations posted
- Security personnel visible

INSURANCE/LEGAL REVIEW

- Review your coverage for event with SDPAA
- Obtain Certificates of Insurance from all vendors, contractors and co-sponsors
- Waivers signed by participants when warranted
- Entity should be named as an additional insured on the policies of vendors, contractors and co-sponsors
- Report all incidents to SDPAA through Claims Associates, Inc.
- Legal review of all contracts and facilities use agreements