Checklist

Risk Management for Campus Student Events

Poorly planned student events can result in injuries and lawsuits for those who organize and attend them. Consider the following situation:

A college student group organizes a concert featuring local musicians. The event attracts more people than the group expects and the venue is overcrowded. A fight breaks out, and because of the crowd’s size, there are not enough security personnel to contain it. Several people injured in the brawl sue the college as well as the student organizers alleging that negligent planning caused their injuries.

College administrators can work with student organizers to reduce the likelihood of problems with student-planned events by encouraging their use of this checklist. For each area of risk, student planners should consult “Consultation with Campus Resources” on page 6 for campus departments with expertise to help them manage the risk.
### Event Basics

- **Name of Event:** ____________________________________________________
- **Purpose of the Event:** _______________________________________________
- **Date and Time:** ____________________________________________________

### Events Checklist

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<tr>
<td>Have you reviewed your institution's process for planning student events?</td>
<td>□ Yes □ No</td>
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#### A. Event Activity

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<td>Does the event involve:</td>
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<tr>
<td>□ Physical activity by its participants</td>
<td>□ Yes □ No</td>
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<td>□ The use of fire, explosives, or combustibles</td>
<td>□ Yes □ No</td>
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<td>□ Animals</td>
<td>□ Yes □ No</td>
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<td>□ Potentially questionable or controversial content</td>
<td>□ Yes □ No</td>
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<td>□ Activity that will attract an unruly crowd</td>
<td>□ Yes □ No</td>
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#### B. Alcohol and Food Service

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<td>Will alcohol be served? (If you answered “no,” skip the next question)</td>
<td>□ Yes □ No</td>
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<td>If so, have you:</td>
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<tr>
<td>□ Followed the institution's alcohol or food service policy</td>
<td>□ Yes □ No</td>
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<td>□ Developed a plan for managing alcohol and food service risks</td>
<td>□ Yes □ No</td>
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#### C. Attendance

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<td>How many attendees are expected for the event?</td>
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<td>As you consider the purpose of the event and the people it's likely to attract—invited guests and others—are any of them:</td>
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<tr>
<td>□ Minors (less than 18 years old)</td>
<td>□ Yes □ No</td>
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<td>□ Seniors (greater than 60 years old)</td>
<td>□ Yes □ No</td>
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<td>□ Disabled or those with special needs</td>
<td>□ Yes □ No</td>
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### D. Location

To select an appropriate location for the event, have you considered:

- **Attendance**
  - The venue can accommodate the number of anticipated attendees.
  - There is enough room for seating.

- **Access**
  - The location is accessible for all attendees including those with special needs, such as the elderly, disabled, or minors.
  - The location is accessible by emergency personnel such as police and firefighters.
  - There are no simultaneously occurring campus events, classes, or holidays that will impede access.

- **Weather and temperature**
  - The selected location is appropriate for the predicted weather (check a reliable source for the weather, such as noaa.gov or weather.com).
  - You can control the location’s temperature, if necessary.

- **Activity**
  - The location is suitable for the event’s activities.

- **Venue-specific rules**
  - The event will not violate any of the venue’s rules, such as those related to alcohol service or occupancy limits.

- Have you inspected the venue and consulted with individuals knowledgeable about the location to identify potential hazards?

- Have all hazards identified during the inspection been corrected?

- Have you assigned someone to:
  - Regularly inspect the venue for hazards while the event is occurring
  - Promptly correct any hazards identified
E. Event Access

Have you:

- Considered how participants will travel to and from your event  □ Yes □ No
- Walked the route of your participants, from their arrival on campus to all locations they will visit, making sure there are:
  - Clear signs directing participants to the event, exits, and bathrooms  □ Yes □ No
  - No tripping hazards  □ Yes □ No
  - Accessible walkways for those with special needs, such as the elderly or disabled  □ Yes □ No

If a significant number of participants will drive to the event, have you consulted with campus representatives responsible for parking and traffic to identify parking arrangements and develop a traffic management plan? □ Yes □ No

F. Security and Emergency Planning

To ensure there are enough security and emergency responders present to manage the event, have you informed safety and security personnel of the event's:

- Time, duration, and location  □ Yes □ No
- Anticipated number and type of attendees  □ Yes □ No
- Activity  □ Yes □ No
- Alcohol service (if relevant)  □ Yes □ No
- Point of contact from the student organization planning the event  □ Yes □ No

Have you determined the number of staff the event will need by consulting with the venue manager or someone from student activities or conference services? □ Yes □ No

Have you retained the staff needed for the event? □ Yes □ No

To prepare for an emergency, have you:

- Reviewed the venue's emergency procedures  □ Yes □ No
- Consulted with campus resources, such as the risk manager, venue manager, or security, to develop an action plan for potential emergencies  □ Yes □ No
- Created an evacuation plan  □ Yes □ No
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<th>Action</th>
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<td>Drafted announcements for potential emergency situations, such as an evacuation</td>
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<td>Selected a back-up venue</td>
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<td>Reviewed the institution's process for reporting accidents, such as an incident in which an attendee is injured</td>
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<td>Secured a first aid kit</td>
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<td>Identified your venue's entrances and exits, fire extinguishers, phones, and external automatic defibrillators (AEDs)</td>
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<td>Ensured the presence of someone certified in CPR</td>
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<td>Made a contact sheet with the phone numbers of all persons to be notified in case of an emergency</td>
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### G. Outside Providers

- Will you use an outside party to provide a service or equipment for the event, such as any type of entertainment, rental, food, audio equipment, or security? If you answered "no" skip to the next section.  
  - Yes  | No

- Did you use one or more of the following methods to select an outside provider:
  - Chosen someone from a list pre-approved by the institution  
  - Yes  | No
  - Consulted prior customers, such as other student groups, about their experience with the provider  
  - Yes  | No
  - Consulted knowledgeable persons on campus, such as conference services, for a recommendation  
  - Yes  | No
  - Observed the provider at a prior event  
  - Yes  | No

- Is there a written contract between the provider and the institution? If you answered "no," please skip the next question.  
  - Yes  | No

- If so, did:
  - You follow your institution's contract review process  
  - Yes  | No
  - Someone with proper authority sign the contract on behalf of the institution  
  - Yes  | No

- Has the outside provider met your institution's insurance requirements? If you are not familiar with the institution's insurance requirements, contact your campus risk manager to learn more about them.  
  - Yes  | No
H. Permits and Approval

- Prior to the event, have you obtained all necessary permits and approval for:
  - Location
    - [ ] Yes [ ] No
  - Security
    - [ ] Yes [ ] No
  - Alcohol and food
    - [ ] Yes [ ] No
  - Contracts with outside providers
    - [ ] Yes [ ] No
  - Advertising
    - [ ] Yes [ ] No
  - Sound
    - [ ] Yes [ ] No
- Prior to the event, have you obtained all necessary permits and approval for:
  - Sanitation
    - [ ] Yes [ ] No
  - Sales or fund-raising
    - [ ] Yes [ ] No
  - Parking
    - [ ] Yes [ ] No
  - Outdoor space
    - [ ] Yes [ ] No
  - Other ____________________________________________
    - [ ] Yes [ ] No

I. Consultation with Campus Resources

- To identify and reduce the risks associated with a student event, have you talked to other student or campus groups with experience organizing events similar to yours?
  - [ ] Yes [ ] No
- Have you contacted representatives from one or more of the following departments that are likely to have expertise in the areas listed:
  - **Student Activities**: Event venues, staffing, planning, risk management, and alcohol and food service
    - [ ] Yes [ ] No
  - **Security**: Crowd management, emergency response, parking and traffic issues, and working with city police
    - [ ] Yes [ ] No
  - **Fire Safety**: Fire prevention strategies and fire-related codes relevant to a college campus
    - [ ] Yes [ ] No
  - **Risk Management**: Liability issues, the institution's contract review process, and insurance coverage requirements for outside service providers
    - [ ] Yes [ ] No
**Actions Needed**

- **Event planning or Conference Services**: Event staffing and promotion, vetting service providers, obtaining permits, and selecting and inspecting event locations
  - Yes  No

- **Facilities**: Maintenance, scheduling, hazards, and emergency plans of campus facilities
  - Yes  No

- **Communications or Public Affairs**: Marketing and handling the media
  - Yes  No

### J. Post-Event Evaluation

- After the event, will you:
  - Meet with those involved in its planning to identify areas for improvement
    - Yes  No

  - Save all documents used in planning the event, including any post-event recommendations for improvement, to help plan future events
    - Yes  No