**On-Campus Activity Risk Assessment and Emergency Planning**

Consider the type of event you are having and the types of risk that may be involved. This checklist is not all-inclusive and does not take into account all campus-specific processes and procedures. Every event is evaluated on a case-by-case basis. Contact your campus [Office of University Risk Management](http://www.cu.edu/risk/contact-us) (URM) for assistance.

**Sponsor information**

|  |  |
| --- | --- |
| **Sponsoring group/department** | Enter sponsoring group or department name |

 Determine if sponsor is CU affiliated or not for insurance requirements.

 Follow student group campus policies and procedures for activities.

**EVENT COORDINATOR**

Individual(s) responsible for event that will provide oversight for the duration of the event. Provide contact information for person responsible for scheduling event.

|  |  |
| --- | --- |
| **Names(s)** | Enter event coordinator's name(s) |
| **Phone Number** | Enter event coordinator's phone number(s) |
| **Email** | Enter event coordinator's email address |
| **On-site contact** | Enter the name and phone number for the on-site contact |

**Event information**

|  |  |
| --- | --- |
| **Names of event** | Enter the name of the event |
| **Date(s) of event** | Enter the date(s) of the event |
| **Beginning and end times** | Enter the beginning and end times of the event |
| **Estimated number of participants** | Enter the estimated number of participants |

**Description of event**

 Detailed description of event.

*Include a diagram of the set up. Please include any other information that you think is pertinent for your proposal, i.e., parking security audiovisual needs, etc. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.*

|  |
| --- |
| Description of event |

**CAMPUS APPROVALS AND DOCUMENTATION**

 Adequate lead-time for event planning has been determined. Larger, more complex events require more lead-time, possibly several months, for campus approvers to evaluate and approve.

 Keep in mind that not every event will be approved as first applied for. Consider alternative locations, times, event details, etc.

 All necessary documentation completed in writing (Official Function forms, Event Application, campus event approvals, etc.).

 All campus approvals have been obtained in writing. Each campus has its own event policies and procedures, and approvers.

 Any applicable facilities deposits and fees have been paid.

 Use of location/facilities rules have been read and understood.

 Plan for cleanup that must be done after event. Remember that damage to facilities must be repaired or replaced, and that is the responsibility of the sponsor.

 Non-CU third parties may be required to provide proof of insurance in accordance with [Administrative Policy Statement: Facilities Use by Non-University Groups Insurance Requirements](https://www.cu.edu/policies/aps/risk/7001.html). Verify the certificate of insurance has been provided and approved by campus URM.

 Consider venue access (hours of operation) when planning your event.

**FOOD**

 Health and sanitation rules related to serving food have been followed according to Environmental Health & Safety (EH&S) or campus food service vendor*.* Required written approvals have been obtained. There may be food service restrictions at particular locations. Consult with location manager or campus food services.

 Insurance requirements for outside vendors/caterers have been reviewed; a current certificate of insurance has been approved by campus URM. Please visit our [Certificates of Insurance](http://www.cu.edu/risk/certificates-insurance-0) page for more information.

**EVENTS WITH ALCOHOL**

 Please refer to [university and campus alcohol requirements](http://www.cu.edu/risk/events-alcohol) for information on policies and procedures.

**MONEY AND TICKETING**

 If you are collecting money or selling tickets, contact the campus Student Finance Office (student groups or organizations) or Controller’s Office (faculty/staff) for guidance.

**SAFETY AND SECURITY CONSIDERATIONS**

These needs will be assessed on a case-by-case basis with several factors taken into account: activities, time and location, number of attendees, other events on campus at the same time.

 **Campus Police:** Discuss activities, security staffing and traffic control.

 **Environmental Health & Safety (EH&S):** Use of chemicals or hazardous materials. Environmental laws prohibit discharging substances into the storm drains or onto parking lots; Event Sponsor and individual violators could be liable for resulting costs and legal actions.

 **First Aid/Medical Staff:** On site or on call?

 **Fire & Life-Safety:** Discuss venue, use of grills or other food preparation appliances, candles or open flames, number of participants.

 **Parking & Transportation Services:** Discuss use of parking lots, loading/unloading, and participant parking.

 **Recycling/Environmental Services:** Arrange for sanitary facilities and additional trash/recycling containers, as required; event sponsor is typically responsible for cleaning up the area after the event.

 **University Risk Management:** Consultation and assistance with planning, insurance requirements, safety, and liability concerns.

 **Weapons:** Weapons are not allowed on campus. If there are simulated weapons or perceived acts of violence, consult campus police for consideration.

**OUTDOOR EVENTS**

Outdoor events have additional risks and requirements and need additional review.

 If your outdoor event is a concert, rally, information fair, cultural event, requires lawn signs or a temporary structure, you must contact the applicable campus office.

 Nighttime outdoor events will require adequate lighting for safety and visibility purposes.

 Amplified sound requires review and approval in accordance with campus policies and procedures and local laws. Consider surrounding neighborhoods and campus classrooms, study halls, dorms, etc. to assure that noise is not interfering with good neighborhood relations and academic learning.

 Consider implementing a community hotline for events with amplified sound.

 Races on campus (walking, running, biking, etc.)

* Applicable approvals have been obtained in writing.
* Walk the course to determine obvious hazards: trip and fall hazards; traffic control requirements; inclement weather considerations; emergency communication sites; first aid locations; construction hazards; etc.

**EQUIPMENT**

 Determine equipment needs.

 Event coordinator should perform a site survey with: Facilities Management, Public Safety, Rental Company (if applicable) and Risk Management.

 If there will be ground penetration (stakes, signs, structures, etc.):

* + Consult with Facilities Management for approval and guidance.
  + These may require underground utility locates (request via [website](http://www.uncc2.org/web/), or call 811).

 No vehicles allowed on landscape or sidewalks without prior approval.

 Consider weather-related emergencies (rain/snow, lightning, tornado, high winds, etc.) and develop contingency plans (alternate location, cancellation/relocation communication, etc.).

**EVENTS WITH MINOR CHILDREN**

 Review [Minor Participant Guidelines](http://www.cu.edu/sites/default/files/Minor%20Guidelines%208_1_14.pdf) and [Checklist](http://www.cu.edu/sites/default/files/Minor%20Checklist%208_1_14.docx).

 Obtain [Participant Notice of Risk and Waiver](http://www.cu.edu/sites/default/files/Participant%20Notice%20of%20Risk%20and%20Waiver%208_1_14.docx).

**Emergency Planning**

 **In case of emergencies**

* **Call 911**
* **AND**
* **Your campus emergency number:** Enter your campus emergency number

 Consider security, crowd control, information services (central point of contact for event).

 Consider possible behavioral issues; if there is risk to participants or employees, contact campus police.

 Consult with campus emergency planning for assistance with emergency response planning.

 [Contact your campus URM office](http://www.cu.edu/risk/contact-us) for further assistance or to [file a claim online](http://www.cu.edu/risk/file-claim).

**KEY CAMPUS CONTACTS**

Affected campus offices should work together in reviewing and approving on-campus events. Below is a list of key campus contacts that Event Coordinators may need to contact in the event planning stage. Some campuses require approvals from (and may be required to obtain approvals from) these offices, as well as others not listed here.

|  |  |
| --- | --- |
| Dining Services | Enter contact information here |
| Emergency Planning | Enter contact information here |
| Fire Marshall | Enter contact information here |
| Location Manager | Enter contact information here |
| Police | Enter contact information here |
| Student Support | Enter contact information here |
| EH&S | Enter contact information here |
| Facilities | Enter contact information here |
| Ground | Enter contact information here |
| Parking | Enter contact information here |
| Transportation | Enter contact information here |