

## Special Events Risk Control for Public Entities

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For more information, visit our Web site at [travelers.com/riskcontrol](http://travelers.com/riskcontrol), contact your Risk Control consultant or email [Ask-Risk-Control@travelers.com](mailto:Ask-Risk-Control@travelers.com).



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# Risk Control

## SPECIAL EVENT SAFETY SURVEY

Date of Survey: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Completed Surveyed forwarded to: \_\_\_\_\_

**EVENT DESCRIPTION**

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**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: \_\_\_\_\_

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# Risk Control

## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Risk Control

**ELECTRICAL/TV/RADIO**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Power supply sources, remote units, antennas are segregated and posted?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 3. Exterior wiring (permanent/temporary) installed in accordance to the National Electric Code?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 4. TV platforms: scaffolding is stable, on flat surfaces, base plates used, secured on all four sides?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 5. Ground cables laid to minimize tripping hazards, cable covers used in walkways?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 6. Extension cords not frayed or damaged in any way?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 7. Power turned off at main distribution source during non-event hours?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

Explain Deficiencies and Corrective Action(s) Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY PROVISIONS**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Emergency action plans have been written, reviewed, and training provided to staff?                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 2. Emergency service stations strategically placed in event areas, signs posted indicating station locations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 3. Emergency phone numbers and special event management contact phone numbers posted at emergency stations?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 4. Emergency vehicles have unrestricted access to any point or location in special event activity areas?      | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 5. Two-way communication system utilized including use of a designated exclusive emergency channel?           | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 6. Inclement weather plan has been developed, warning signal system in place and operational?                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

# Risk Control

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note - The Special Events: Inclement Weather Statement begins on the next page**

# Risk Control

## 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.

**Note – The Special Events: Volunteer Safety Statement begins on the next page**

# Risk Control

## 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*