

WASHINGTON ADVENTIST UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
SPECIAL EVENTS SAFETY AND SECURITY CHECKLIST

Event Details

Name of Event:		
Request date(s) of Event: From:	To:	
Request event time: start:	finish:	
Requested site:		
Site Address:		
Promoter:		
Event Manager:		
Address:		
Contact: Phone:	Fax:	E-mail:
After hours:		
Requested site preparation start date:	Suggested site vacated date:	
Comments:		

Legal Requirements

Does the Application:	Yes	No
Comply with State and Local legislation/regulations/Codes?		
Provide for adequate general public liability insurance?		
Provide for adequate liability insurance for major incident?		
Need to post a bond to cover contingencies?		

Licenses/Permits

Does the application require:	Yes	No
Road closure/restrictions?		
Food outlet Licenses?		
Health care licensing?		
Fireworks/pyrotechnics permits?		
Any other:		

Site

Is it appropriate for the type of event?	Yes	No
Are there multiple site involved in the event?		
Comments:		
Indoor and outdoor:		
Permanent structure or temporary site:		
Normally used for this type of event?		
Normally used for large crowds?		

Any effect on neighboring communities?		
Anticipated crowd number of expected crowd?		
Other means of limiting crowd?		
Type of crowd expected:		
Is water available at site?		
Probability of sabotage of water?		
Fixed sewerage?		
Adequate sewerage capacity?		
Other utility supplies (power, gas):		
Will emergency water supplies be required?		
Will emergency water supplies be supplies?		
Will emergency water supplies be available?		
Will emergency electricity supplies be required?		
Will emergency electricity supplies be supplies?		
Auxiliary Power: type: Capacity:		
Building date last inspection:		
Date of last fire inspection:		
Building fire suppression system?		
Building portable fire extinguishers inspected?		
Building Fire Alarm inspected?		
Correction of Violations:		
Date of last elevator/escalator inspection:		
ADA Compliance?		
Plan review and walkthrough Inspection with fire code and Code Enforcement:		
Comments:		

Emergency Services/Key Stakeholders

Has applicant consulted and gained support/ approval from:	Yes	No
State/Local Government Departments?		
Police Dept?		
Ambulance Services?		
First Aid Services?		
Fire Department?		
Medical/Hospital Facilities?		
State Emergency Services?		
Transportation Authorities?		
Neighboring Communities?		
Neighbors/Community Associations?		
Have emergency management plans been prepared?		
Have contingency plan been prepared?		
911 System Access: Cellular or Landline or Portable?		
Comments:		

Security

Is special security being provided?	Yes	No
Who is providing it?		
How many?		
Security Personnel wearing uniforms?		
Is the provider licensed to provided the services?		
Security staff had Fire Crowd Management Training and certifications?		
Security personnel move VIP through crowded areas?		
How will security personnel handle lost or stolen property?		
How will security deal with lost children and missing persons?		
Comments:		

Event Safety Issues

Natural	Yes	No
Weather (rain, wind, heat Cold)		
Terrain (cliffs, creeks, reclaimed land)		
Comments:		

Environmental

Natural	Yes	No
Animal, forest, pollen, pest, flora, fauna, historical:		
Comments:		

Technological

Utilities lines, noise, lighting, access and egress:	Yes	No
Comments:		

Human

Alcohol, hysteria, nuisance, neighbors, fire:	Yes	No
Comments:		

Access/Egress and Parking

Are road access and egress and egress suitable?	Yes	No
Are road access and egress suitable in all weather?		
Spaces:		
Locations:		
Are road access and egress adequate?		
Will special suitable off road parking available?		
In the event of major emergency do access and egress allow emergency services?		
Comments:		

Occupancy

Type	Yes	No
Overload:		
Seating (quality, state of repair, fixed and portable):		
Stair/Ramps:		
Adequate exits?		
Room occupancy load posted?		
Comments:		

Food Services

Food or Catering Services?	Yes	No

Toilet

What is the anticipated crowd mix and male and female attendees?	Yes	No
Haw many fixed-toilet facilities will be available?		
Will separate toilet facilities be available for food Vendors?		
Will separate toilet be available for medical Attendants?		
Are there sufficient toilet facilities?		
Will the current sewerage system cope with the extra demand?		

Garbage and Water Removal

Number of Garbage bins available: Public use	Yes	No
Type of Garbage Bins (including for sharps, wet, dry, hazardous)		
Program for empty garbage bins:		
Program for removal site garbage:		

Restoration after Event

Arrangements for site cleanup?	Yes	No
Arrangements for cleanup of surroundings?		

Building Management contact Information

Name:	Position:	Phone:
Address:		
Building Address:		
Liability Insurance:		