
Risk Management Packet

GENERAL INFORMATION

Name of Event:

Number of People in Estimated Attendance:

Time of Event:

Location of Event:

Risk Manager:

Risk Manager Contact Information:

Deputy Risk Manager:

Deputy Risk Manager Contact Information:

EXOCTIC OR DOMESTIC ANIMALS

Will there be animals at your event?

If "yes" answer the following questions, if no skip section

Who is providing the animals?

What kind of animals and how many will be present?

Do the animals have the appropriate shots/vaccinations and accompanying records

How will the animals be contained?

FIRE & LIFE SAFETY

Please check all that apply for your event:

- | | |
|---|---|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Carnival Rides |
| <input type="checkbox"/> Stage/Platforms | <input type="checkbox"/> Aircrafts |
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Special Structures |
| <input type="checkbox"/> Pyrotechnics/Special Effects | <input type="checkbox"/> Engineered Equipment |
| <input type="checkbox"/> Dunk Tanks | <input type="checkbox"/> Generator |

For each checked box, please explain how you will appropriately fasten, secure, and manage the structure:

INSURANCE

Are there outside groups/third parties involved in this event?

Do the third parties have Liability, Workers Compensation & Auto Insurance?
Please attach

PARKING

Is there reserved parking for this event?

If "yes," who is in charge of traffic flow and management?

POLICE, SECURITY, CONTROL

Will there be police at the event?

If "yes," what is their main purpose?

Will there be security at the event?

If "yes," what is their main purpose?

Will crowd control be needed?

If "yes," how will this be facilitated?

FOOD & CATERING

Will there be food at the event?

Who is the food vendor?

For any other vendor than Aramark, has this vendor been approved by the university?

Does the outside vendor have a Food Handler Certification?

Please Attach

MINORS ON CAMPUS

Will there be minors attending this event?

If "yes" answer the following questions, if no skip section

How will the minors be identified?

Is the event staff trained to work with minors?

CONTRACTS

Definition: Any signed agreement by two parties bound by law

Will contracts be needed for this event?

Who in your committee has the ability to execute contracts?

What is their contact information?

EMERGENCY PERPAREDNESS

Event Area:

Please describe the event area including area layout, tents, generators, as well as any possible hazard. Include a map

Ingress and Egress:

How will traffic flow be managed at this event, are there and restrictions on ingress and egress?

Equipment Use:

*List equipment needed for event to function (ie: barriers ,booths, tents, tables, games, audio, etc.) as well as who will be managing such equipment.
THIS IS NOT A WORK ORDER.*

Inclement Weather:

Please list the inclement weather plan? Including, who will be in charge of canceling the event due to inclement weather, where the best available refuges for participants will be, etc

Emergency Assembly:

In events where there is a forum, please list all appropriate emergency assembly locations in order to ensure proper accountability of participants

Injuries:

Please explain the emergency injury plan, including if anyone is a first responder, CPR or First Aid certified

Event Safety Observer:

Who will serve as the event safety observer? This person observes the event for suspicious behavior, signs of distress, injury or possible hazardous situations.

Event Safety Observer Contact Information:

Suspicious Package:

If a suspicious package is found do not handle the package, and alert UMPD immediately.

Missing Person:

If a person is missing report to UMPD immediately giving as many descriptive characteristics of said person as possible.

Assisting Agencies:

List any assisting agencies and their contact information (UMPD, Event Management Staff, etc).