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: ______________________

EXOTIC 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:

☐ Tents  ☐ Carnival Rides
☐ Stage/Platforms  ☐ Aircrafts
☐ Inflatables  ☐ Special Structures
☐ Pyrotechnics/Special Effects  ☐ Engineered Equipment
☐ Dunk Tanks  ☐ Generator

Adapted from the University of Oklahoma Special Events Request Form, The University of Oklahoma Emergency Preparedness Form, and Baylor University Special Event Request Form
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 PREPAREDNESS

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 any restrictions on ingress and egress?

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Equipment Use:
List equipment needed for the event to function (e.g., 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.

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Adapted from the University of Oklahoma Special Events Request Form, The University of Oklahoma Emergency Preparedness Form, and Baylor University Special Event Request Form
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).