Event Planning Checklist

The checklists noted below are designed as guidance for the University contact and/or department to consider when hosting activities or events. Not all of the items will be applicable in any given situation, but do raise items to be considered and addressed where applicable.

This event is in compliance with the following policies. Not all policies listed may apply to this event. These policies can be found at www.ou.edu/studentlife.

☐ 1) 15 Passenger Van Policy
☐ 2) Co-Curricular Involvement Policy
☐ 3) Facility Use and Solicitation Policy for Registered Student Organizations
☐ 4) Guidelines for Runs, Biathlons, Triathlons, Bicycle and Wheelchair Races
☐ 5) Minors on Campus (found at www.ou.edu/eoo)
☐ 6) Open Social Event Policy
☐ 7) Risk Management Policy for Registered Student Organizations

Participants have completed and returned the following forms (if applicable):

- Waiver and Release of Liability Form
- Medical Information Form

☐ 8) Student Travel Policy

- For OU Sponsored or Organized Events
- For Registered Student Organizations

☐ 9) Temporary Outdoor Signage Policy

☐ 10) Trademark and Licensing Policy

General

☐ 1) Has the facility been reserved and confirmation obtained?
2) Is there a comprehensive training program for all staff and volunteers who will serve as supervisors and/or instructors for this program? What are the components of this training and how often is this training scheduled?

3) Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
   - Who will screen the waiver forms?
   - Is there a mechanism in place to require medical clearance if there is a questionable risk on the Medical Information Form?
   - What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?

4) Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels? Will any activity in this program involve participant use of, or access to, weapons or pressurized projectiles?
   - Has the equipment been inspected to ensure proper working condition?
   - Will instruction on the safe use or handling of the equipment be provided to supervisors and participants?
     - Who will facilitate this training and what resources have been used to assure training is accurate?
     - How will you assure that participants understand training?
     - How will the review be conducted so that participants as well as supervisors understand safe handling protocols?
   - What process is in place to check safety of equipment on regular intervals during the program?
   - Is “activity appropriate” safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity?
   - Have measures been taken to restrict access to this equipment when not in use?
     - What measures have been identified to limit access?
     - Who will have access?

5) Will any activity involve the use of chemicals or ignitable or noxious gases?
   - Is specific training in the safe use of these materials being provided to participants?
   - Who will facilitate this training and what resources have been used to assure training is accurate?
○ Is there documentation for this training?

☐ 6) Will any activity involve water sports (diving, swimming, scuba, or wading)?
○ Will certified lifeguards be on duty at the immediate location of the activity?
○ Has consideration been given to the provision of the following?
  - Adequate adult supervision?
  - What will the supervisor to participant ratio for water activities be?
  - Assessment of swimming skill proficiency in relation to the activity?
    - What type of skill assessment will be used?
    - Who will facilitate the assessment?
    - Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations?
  - Will participants be provided a review of safety consideration appropriate for the water activity?
  - Who will facilitate this review and what resources have been used to assure training is accurate?
  - How will you assure that participants understand training?

☐ 7) Are alternative activities planned in the event of bad weather?
○ Who will determine if weather is not suitable for outdoor or water activities?
○ What are the alternate activities that you have planned?
○ Have proactive risk management plans been developed for alternate activities?

**First Aid**

☐ 1) Has the sponsor made arrangements to provide first aid training to staff and volunteers?
○ Check those that apply:
  □ classroom instruction
  □ video instruction
  □ web-based instruction
  □ literature review
  □ other (please explain) ______________________________________________________

○ Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during program activities?

○ Will medical trainers or technicians be “on call” for the purpose of providing first aid?

☐ 2) Will a First Aid Kit be available at the location of the program activities?
○ Has the sponsor considered which items are most appropriate for the contents of the First Aid Kit according to the activities of the program?

○ Has the sponsor inspected the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced?

☐ 3) Will program staff be provided information on recognition of and treatment of heat exhaustion or heat stroke?

○ Between May and September, will heat exhaustion preventative measures be taken during strenuous outside activity? (e.g. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.)

☐ 4) Will the camp sponsor collect information from participants regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, possession or use of prescription medication, allergic reactions to medications)?

○ How is this information gathered?

○ How will the information be disseminated to the appropriate program staff?

○ How will the camp sponsor provide for the appropriate security of sensitive medical information? How will information be maintained?

○ Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing alternative foods and other preventative measures to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies)?

☐ 5) In cases where activities will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling?

☐ 6) Do staff and volunteers who will be handling food have food handler permits?

**Housing**

☐ 1) Will participants be housed overnight in University Residence Halls?

☐ 2) Will participants be housed in facilities other than University Residence Halls?

○ What facilities?

○ What other groups are being housed in the same facilities?

☐ 3) Has consideration been given to the restriction of access to the on- or off-campus housing area?

○ What measures have been identified to limit access?
○ Who will be responsible for making sure access is restricted?

○ Who will have access to housing areas?

☐ 4) Will participants be provided instruction on security, loss prevention, and other housing related safety and security issues?

○ What information will be included in the instruction?

○ When will this information be covered?

○ Who will facilitate material?

○ How will you assure participants understand information?

☐ 5) Will participants be oriented on exit locations in the event of an emergency?

☐ 6) Will participants be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?

☐ 7) Has consideration been given to determining an appropriate number of participants assigned to an established sleeping area/space?

☐ 8) Has consideration been given to the provision of housing supervision ratio?

☐ 9) Will a curfew be established and communicated to participants?

○ Is there a process to determine if all participants have been accounted for at curfew, lights out or other determined points in the day or evening to ensure participants are present or accounted for?

○ How will curfew be enforced?

○ Have procedures been established for managing the situation if a participant is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?)

○ What are procedures and who has been trained on them?

○ Are procedures for responding documented?

☐ 10) Should background checks be conducted on program staff, counselors, teachers, or other adults who will work closely with participants?

○ What types of background checks are done?

○ Who conducts the background checks?

○ How is information maintained regarding background checks?
11) Will participants be provided information on who to contact if they have an emergency?

12) Will participants be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?
   ○ How will this be covered and who will facilitate behavior expectations?

13) Will participants be briefed on safety provisions specific to the facility in which they are housed (e.g. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?
   ○ What information will be included in the instruction?

   ○ When will this information be covered?

   ○ Who will facilitate material?

   ○ How will you assure participants understand information?