



Risk Management Department

EVENT LOSS CONTROL PLANNING CHECKLIST

Dept./Club/Organization: _____ Phone #: _____

Address: _____
Street Address City State Zip Code

Name of Event: _____ Date: _____

Event Time: Start _____ End _____ Event Location: _____
Area Bldg. or Room #'s

Provide Detailed Description of Activities at the Event: _____

Estimated Attendance: _____ Admission fees (if any): \$ _____

Outside Organization
University Sponsor Name: _____
Tel: _____
Email: _____

FIU Club/Organization
Faculty Advisor Name: _____
Tel: _____
Email: _____

University Department
Event Coordinator Name: _____
Tel: _____
Email: _____

SECTION A APPLICANT CHECKLIST

Attach site plan/layout for event location

SITE SELECTION					
		Yes	No	N/A	Comments
1.	Is the location selected appropriate for this <u>type</u> of event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Has the occupancy load/limit been determined for location to be used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Is the seating arrangement appropriate for the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Are stages and platforms appropriately guarded and edges and steps highlighted for clear visibility?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Is the location adequately illuminated for the time and type of event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Have special lighting arrangement been made for outdoor location?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Does the location have at least two means of egress that are remote from each other?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8.	Are all exits clearly visible and marked to identify them as such?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	Are exits so arranged and maintained as to provide free and unobstructed egress from all occupied areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Have stairs/stairwells and handrails been inspected to assure that they are in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11.	Will tents be used? Contact Wili Alvarez from the EH&S Dept. at wilfredo.alvarez2@fiu.edu for Tent Safety/Anchoring Instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12.	Have walkways leading to and from the event site been inspected for potential slip & fall and trip & fall hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13.	Have grassy areas to be used or in close proximity been inspected for holes and other hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

SITE SELECTION					
		Yes	No	N/A	Comments
14.	Have you inspected areas in close proximity to event location for standing water or mosquito breeding areas, <u>during the rainy season?</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

FOOD & REFRESHMENTS					
		Yes	No	N/A	Comments
1.	Is food preparation and service in accordance with health-department standards (F.A.C. 10D-13.0121)? See food safety guidelines at http://ehs.fiu.edu/SiteCollectionDocuments/Food-Safety.pdf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Have arrangements been made to keep perishable foods refrigerated until they are to be used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Have arrangements been made to: <ul style="list-style-type: none"> • maintain 'hot foods' at a minimum of 160 °F. • maintain cold foods at a maximum of 40 °F. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Have arrangements been made for food handlers to wash their hands with soap and water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Are facilities available for potable water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Have arrangements been made for waste management and disposal? (During and after the event)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Has the health status of the individuals assigned for food preparation been established?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8.	Will barbeque grill be setup at least 10 ft. from <u>any</u> building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	If alcohol is to be serv ed, Has applicant provided written notification to Vice President Student Affairs and Chair of the Substance Abuse Taskforce?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Have legally required permits been obtained from the Division of Alcoholic Beverages and Tobacco for the sale of alcohol? Permits must be posted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OPERATIONS					
		Yes	No	N/A	Comments
1.	Has clearance for this event been received from the Facilities Management Department? Contact Facilities Management Event Coordinator: (305) 348-4618	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If No, state why not:
2.	Is setup planned such that aisle ways and doorways are free of cords, protrusions and other obstructions that could cause tripping, struck-by injuries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	Have arrangements been made for emergency lighting? <i>(Outdoor activities may meet this requirement with using large battery operated flashlights)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Have responsibilities for execution of emergency evacuation procedures been addressed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	Have appropriate accommodations been made for emergency evacuation for persons with disabilities? If Yes, describe in comment box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	Is event setup planned such that access to alarm activation and warning devices are kept clear and accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.	Have security arrangements been <u>confirmed</u> with Public Safety Department?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Date Confirmation Received:
8.	In addition to 7 above, have procedures been established for effective crowd control?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.	Have arrangement been made to setup barricades to clearly delineate areas for pedestrian and vehicular traffic?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10.	Have arrangement been made to maintain radio communication between the event organizers and event staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11.	Will event staff be clearly identifiable so that guests may request help or information? (How will they me made identifiable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12.	Will any Special Equipment, High Risk Activity or Animals be involved in the event? Resource: http://ehs.fiu.edu/Programs/General%20Safety/Pages/General-Safety-FAQ's.aspx	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OPERATIONS					
		Yes	No	N/A	Comments
13.	<p>Have accommodations been made to assist persons with disabilities to fully participate in the event as planned?</p> <p> <input type="checkbox"/> Mobility Impairments <input type="checkbox"/> Sight Impairments <input type="checkbox"/> Speech Impairments <input type="checkbox"/> Hearing Impairments <input type="checkbox"/> Other </p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

EVENTS INVOLVING FIRE, FLAME AND/OR HEAT					
		Yes	No	N/A	Comments
1.	<p>Have all combustible decorative materials that will be used in building been treated with flame retardant?</p> <p>See University Safety Compliance Guide 212 http://ehs.fiu.edu/Programs/Fire%20Safety/Fire%20Safety%20Info/Pages/Flammable-Storage-Cabinets.aspx</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	<p>Will there be a firework display at the event?</p> <p><i>If Yes, please log on to http://ehs.fiu.edu/Programs/General%20Safety/Pages/Policies.aspx to obtain University policy and permitting procedures related to fireworks.</i></p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.	<p>Do you plan to have a bonfire at the event?</p> <p><i>If Yes, please log onto http://ehs.fiu.edu/Programs/Fire%20Safety/Fire%20Safety%20Guidelines/Pages/Outdoor-Fires.aspx to obtain permitting procedures and University guidelines related to bonfires.</i></p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	<p>Do you plan to have a barbeque at the event?</p> <p><i>If Yes, please log onto http://facilities.fiu.edu/AARM/AARM_Docs/USCG_217_Use_of_BBOs.pdf to obtain permitting procedures and University guidelines related to barbecues</i></p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.	<p>Will post-event area inspection be conducted to insure that no fire or other hazards are left on site? (e.g. lit cigarette butts,)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6.	<p>Will any open flame devices such as candles, food warmers be used?</p> <p>See University Safety Compliance Guide 208 http://facilities.fiu.edu/AARM/AARM_Docs/Use_of_Candles_USCG_208.pdf</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

INSURANCE & CONTRACTS					
		Yes	No	N/A	Comments
1.	Have all contracts with performers, vendors, suppliers, donors, etc. been reviewed signed by approved University authority?	o	o	o	
2.	Have participants involved in high-risk activities been asked to complete a liability waiver or Assumption of Risk Form? <i>If Yes, attach copy of waiver that will be used</i>	o	o	o	

PLEASE SIGN BELOW

Failure to complete and sign this form will delay the review process

Name of Applicant (printed): _____	
Signature: _____	Date: _____
Name of University Sponsor/Faculty Adviser/ Event Coordinator (printed): _____	
Signature: _____	Date: _____