

Special Event Planning Workshop

The Florida International University
Analysis, Assessment, and Risk Management
Friday May 17th, 2013



Special Event Planning Workshop



Agenda

- **Refreshments**

- **Introduction to Special Event Planning Workshop – Marco Benitez**
 - Enterprise Risk Management
 - Introduction to Central Space Reservation Taskforce

- **Presentations**
 - Facilities Management – Georgina Gonzalez
 - Event risk mitigation and insurance – Alex Fals
 - Environmental Health & Safety – Wilfredo (Wili) Alvarez
 - University Police – Sgt. Douglas Ochipa and/or Sgt. Allen Lowe
 - Parking and Transportation – Travis Stokes

- **Final remarks and workshop wrap-up**

Enterprise Risk Management

- **Enterprise risk management (ERM)** includes the **methods** and **processes** used by organizations to manage risks. ERM provides a framework for risk management, which typically involves **identifying** particular events or circumstances relevant to the organization's objectives, **assessing** them in terms of likelihood and magnitude of impact, determining a **response** strategy, and **monitoring** progress.
- **Enterprise risk management framework:**
 - Avoidance: exiting the activities giving rise to risk.
 - Reduction: action to reduce the likelihood or impact related to the risk.
 - Alternative Actions: deciding and considering other feasible steps to minimize risks.
 - Transfer or Insure: sharing a portion of the risk, to finance it.
 - Accept: no action is taken, due to a cost/benefit decision.

Centralized Space Reservations Taskforce

➤ **Definition:**

Centralized Reservations Website to provide information and means to users seeking to plan events and/or manage space reservations,

➤ **Objectives:**

- Develop a policy and procedure including review and approval.
- Identify software/website, design and content.
- Inventory all indoor and outdoor spaces for potential rental.
- Develop standardize rental rates.
- Define the review and approval process.
- Follow-up mechanism.

➤ **Timeframe:**

Summer 2014

Facilities Management & Operations

Georgina Gonzalez

Events

Facilities Management/Operations

Facilities Management & Operations

Event Form

➤ <http://facilities.fiu.edu/>



Event Request Form

Events require 2 to 3 weeks' notice (Large Events - 4 week notice)

Changes require a 48 hour notice prior to event-subject to staff availability

Charges: Set-up and break down - Custodial Services - Contractor and maintenance Services

Equipment rental charges

Charges for events are \$25.00 an hour for set-up and break down per Department and man-hours working the event.
After hours and week-end events will have a different set-up fee.

For questions, please send email to fmevents@fiu.edu .

[Click here for Work Order Billing Procedures](#)

* Required Fields

Billing Information

Payment Method: (select only one):* **Billing Info - Payment Method Required**

Check FIU Foundation Funds Financial Activity Number

Department Name: [] * **Billing Info - Department Name Required**

Financial Activity Number: * **Financial Activity Number Required**

[Pay By Check

Department Contact: [] * Departmental Authorization Name: [] *

Your Contact Information

Contact Name: [] * Department: [] *

Contact Name Required

Department Name Required

Panther ID: [] * E-mail: [] * Email address is invalid.

Panther ID Required

Email Required

Phone: [] * Fax: []

Phone Required

Event Information

Today's Date: 5/14/2013

Event Name: [] * Event Name Required

Location: [] * Location Required

Event Start Date: [] (MM/dd/YYYY Format) * Event Start Date Required

Event End Date: [] (MM/dd/YYYY Format) * Event Start Date Required

Event Start Time: [] (HH:mm AM/PM Format) * Event Start Time Required

Event End Time: [] (HH:mm AM/PM Format) * Event End Time Required

Table(s):

Round 60": 0 Round 72": 0 Rectangular 6': 0 Rectangular 8': 0 Bart Top Tables: 0

Skirts: 0 Podium: 0 High Top(s): 0 Small Plants: 0

Easels: 0 Stanchions: 0 Flags: 0 Tall Plants: 0

Chairs: 0 Stage Size: 0 Trash Cans: 0

Electrical Requirements: N/A

Cleaning Services: N/A

Utilities: N/A

Special Requests: N/A

Enter the text from the CAPTCHA image above into the textbox below, then hit the Submit Event Request button to complete the Event Request.

[] *

[Submit Event]

Risk Management

Special Event Planning

Alexander Fals

Associate Director

Insurance & Loss Control

Risk Management

Coordinating a special event is similar to running a business. The only difference – a special event occurs within a specific time frame.



Coordinating a special event requires you to wear different hats.

- Accounting
- Human Resources
- Maintenance
- Risk Management (Safety / Loss Prevention)
- Etc.



Event coordinators are responsible to ensure all areas are adequately addressed

Risk Management

- Incidents, accidents and occurrences can ruin an event and can have a negative impact on future events. They are also a financial drain on the University
- Decisions made by one University Department can affect other University departments and possibly the entire University
- In order minimize the possibility of an incident, accident or occurrence. Event coordinators must use good judgment and care that a reasonable person would be expected to exercise towards safety when planning and coordinating a special event.
- When defending claims and lawsuits an event coordinator must show that all precautions, reasonable under the circumstances that were taken to protect the safety of it's patrons. This increases the chances of successfully defending the University.



Risk Management

Student Groups

- Faculty Advisor
- Campus Life
- Dean's Office

University Departments

- Dean
- Department Head

Outside Groups (3rd Parties)

- External Relations

Risk Management

➤ Loss Prevention

- Pre Event – Inspections (Event Loss Control Planning Checklist)
- Hazard Analysis (Event Loss Control Planning Checklist)

➤ Insurances, Permits and Agreements

- Talk to the vendor about the need for insurance & other license requirements up front. (i.e. petting zoo)
- Does vendor comply with FIU minimum insurance Requirements?
- Does the event require a license or permit from a local municipality? (i.e. Bonfire, Parades, Fireworks etc.)
- Premises Use Agreement (Outside Groups only – no event loss control planning checklists required)
- Off-Campus Events (Landlord Insurance Requirements & Agreements)

➤ Program Evaluations



Risk Management

- Ground Transportation Coordination
 - FIU personnel must have appropriate licenses and clean driving record
 - Personal vehicles or State vehicles being used. (no collision coverage)
 - Car/Bus service - Does vendor have the appropriate insurance coverage?
 - Anyone driving golf carts on FIU campus must be licensed by FIU

- Vendor Agreements
 - Reviewed and Approved by OGC
 - Is the vendor using sub-contractors for the event? (Vendor needs to be responsible for making sure all sub-contractors have the appropriate insurance)
 - Does the vendor have the proper insurance meeting minimum limits (Workers Comp., General Liability, Liquor Liability)

- Minors and Persons with Disabilities
 - Have accommodations been made for people with disabilities?
 - Are waivers of liability necessary?

- Inclement Weather Conditions
 - Have a back up plan for moving the event indoors if necessary
 - Make sure this issue is addressed in your contract/agreement with vendors reduce the chance of losing money



Risk Management

➤ Caterer

- Does vendor have the appropriate insurance coverage?
- Cooking on campus? EH&S must approve
- Open Flames to keep food warm? EH&S must approve
- Make sure current University contracts are not being violated
- Food Trucks (Do they have the appropriate Health & County permits?)

➤ Student Group or University Department

- Must be in accordance with University Food Safety / Barbeque Safety Guidelines
- Must be able to keep raw food and cooked food at their respective safe temperatures (coolers, food warmers, etc.)
- Food prepared off-site to be served during an event is **not** permitted

➤ Alcohol

- Application for Service, Sale or Consumption of Alcoholic Beverages needs to be submitted to the Vice President of Student Affairs for approval
- Review FIU Alcohol Policy
- Only licensed bartenders can serve alcohol
- Cannot sell alcohol unless you have the appropriate State license



Risk Management

- Outside groups (3rd Parties) who want to use / rent University Facilities must provide proof of insurance.
 - The tenant user liability insurance program is available for those outside groups (3rd Parties) that do not have insurance (FIU Campus Facility Only)
 - The policy provides basic liability coverage for the outside group against General Liability claims and protects the University (as additional insured) against third party claims occurring during an event in a University facility
 - Liquor liability coverage may be obtained as an endorsement to this general liability policy
 - The Tenant/User Liability Insurance Program provides coverage for various types of events. Events are divided into two categories:
 - Class I – Presentations, Banquets, Lecturers, Exhibitions, Weddings, Plays, Award Presentations, Birthday Parties, Conferences, Pageants, Art Shows
 - Class II – Block Parties, Job Fairs, Concerts, Parades, Religious Assemblies, Amateur Sporting Events
- Application process and coverage is coordinated through the FIU Risk Management Department

Risk Management

➤ Event Loss Control Planning Checklist

- Provide Detailed Description of all activities
- List all vendors
- Site Selection
- Food & Refreshments
- Operations
- Events Involving Fire, Flame and/or Heat
- Insurance & Contracts
- Event Coordinator & FIU Faculty Advisor must sign

➤ Premises Use Agreement

- Office of General Counsel website
- Adequate Lead time needs to be factored in for all signatures
- Defines each parties responsibilities

Risk Management

➤ The vendor shall purchase and maintain, the following types of insurance, in the minimum amounts set forth unless higher amounts are otherwise indicated:

- Comprehensive General Liability: \$1,000,000 Each Occurrence / \$2,000,000 Aggregate
- Workers' Compensation Statutory Amounts

If higher limits are otherwise stated in the bid specifications or contract, those higher limits shall apply.

- The contractor/vendor shall furnish the University with certificates of insurance for the appropriate occurrence policies, prior to the start of any work / services / special event or student activity on University property.
- The certificate of insurance shall provide that the insurance(s) will not be canceled or materially changed without (30) days advance notice in writing to the University.
- In addition to the insurance required to be obtained and maintained by the Contractor, if the Contractor assigns any portion of the duties under this agreement in accordance with the terms, hereof, each subcontractor or assignee will purchase and maintain the same insurance coverage required hereunder.
- The certificates shall indicate that the policy carries an endorsement (no more restrictive than CG 20 10) which names The Florida International University Board of Trustees, Florida International University, the State of Florida, The Florida Board of Governors, and their respective trustees, directors, officers, employees and agents, are additional insureds. The contractor's policy shall be primary and that any insurance carried by FIU shall be noncontributing with respect thereto.

Risk Management

- Event Loss Control Planning Checklist
- University Safety Compliance Guidelines (EH&S Website)
- Loss Prevention Consultation
- Due Diligence Guide to Special Event Planning
- Tenant User Liability Insurance
- Special Event Liability Insurance
- Alcohol Policy and Permits
- Liquor Liability Insurance

Event Safety

Wili Alvarez

University Safety Officer

Environmental Health & Safety Department

What do we mean by Event Safety?

The control of recognized hazards to achieve an acceptable level of risk

- Tents
- Fires
- Generators
- Trip Hazards
- Crowd Behavior

Tent Safety

- Wind Load
- Fire



Importance of Proper Anchoring

ONE OF THE MOST COMPACT ANCHORING SYSTEMS AVAILABLE



30 LBS CAST IRON
2 Eaton Canopy Weights



30 LBS CONCRETE
3 Concrete-filled
2" x 2' PVC Pipes



30 LBS SAND
Average Sand Bag



33 LBS WATER
4 gallons

Environmental Health & Safety Department

Types of Anchors



Environmental Health & Safety Department



Environmental Health & Safety Department

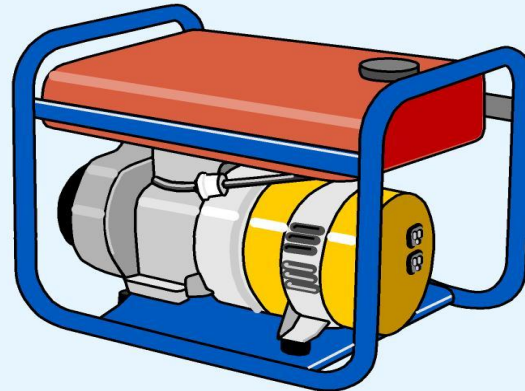
B-B-Q Safety



Environmental Health & Safety Department

Portable generator safety

When the power goes out a portable generator can be a lifesaver, but used improperly it also can become life-threatening.



DANGER	REASON	PREVENTION
Carbon monoxide poisoning	Gasoline-powered generators exhaust carbon monoxide, a colorless, odorless gas that displaces oxygen in the hemoglobin of the red blood cells.	Operate generators away from the house, in a well ventilated area. If it's in the garage, make sure the garage is open.
Backfeed shock	The generator is connected to the home's wiring system, posing a hazard to anyone working on powerlines.	Plug appliances you want powered directly into the generator. If powering a hard-wire item, such as the furnace fan, you will need a transfer switch. The switch should only be installed by a licensed electrician and requires an electrical permit and an electrical inspection.
Fire	Overloaded cords can overheat and cause fires. Small gasoline engines can sometimes backfire, causing sparks.	Be sure extension cords are properly sized to carry the electric load. Install a spark arrest muffler and keep the generator away from combustible material.

Symptoms of carbon monoxide exposure

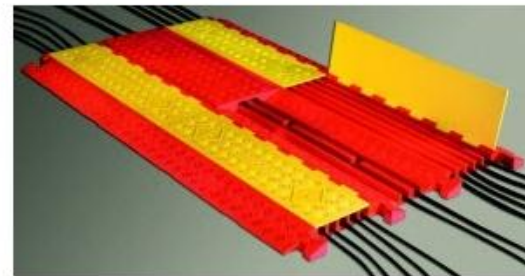
These are possible complications average adults may expect from different percentages of carbon monoxide in their blood:

- 10 percent:** Headaches may develop, or there may be no apparent symptoms. A carbon monoxide detector will activate.
- 15 to 25 percent:** Headache and nausea.
- 30 to 35 percent:** Drowsiness, weakness, dizziness, dimmed vision, severe headache, nausea and vomiting.
- 40 percent:** Confusion, increased heart rate and blackout spells.
- 45 percent:** Convulsions, permanent brain damage.
- 50 percent:** Convulsions, coma and death.

Trip Hazards



Environmental Health & Safety Department



Environmental Health & Safety Department

You Can't Warn Enough



Environmental Health & Safety Department

Crowd Behavior Trampling and Crushing



Environmental Health & Safety Department

“I’ve fallen and I can’t get up!”



Environmental Health & Safety Department

95 killed at a soccer match



French Barricades



Environmental Health & Safety Department

Well Trained Staff



Environmental Health & Safety Department

Fireworks



Bonfires



Environmental Health & Safety Department

(305) FIU-SAFE
safe@fiu.edu
wili.alvarez@fiu.edu



University Police Department

Sergeant Douglas Ochipa

Lieutenant Allen Lowe

Special Events Considerations



➤ **Our Mission**

University Police is committed to provide the students, faculty, staff, and our visitors with a safe and secure campus.

➤ **Things to Consider When Hosting a Special Event at FIU**

- Purpose or Subject of the event
- Will any controversial topics be discussed or guest
- Size of event and number of expected participants
- Will alcohol be served at the event
- Will juveniles be present
- Is the event advertised outside of FIU



Costs to Hire Police Personnel

- There is a 2 hour minimum
- The rate is \$53.00 per hour per officer hired
- Estimated rate for PST and/or PCO (Dispatcher) is \$30.00 per hour



Contact Information

Sergeant Douglas Ochipa

ochipad@fiu.edu

Office number 305-348-2954

Lieutenant Allen Lowe

lowea@fiu.edu

Office number 305-348-2997

Department of Parking & Transportation

Travis L. Stokes
Events Coordinator

PG5 Market Station-Room 179
Tel:305-348-1703

Website: <http://parking.fiu.edu>

Department of Parking & Transportation

- How to book and event?
- Booking Transportation?
- Quality Control of Signage?

Questions or comments...



Risk Mitigation

➤ What is risk mitigation?

- **Strategies** and **techniques** used to prevent or reduce the impact of **potential threats** to a project or business operations.

➤ Who is responsible for risk mitigation?

YOU ARE!

EVERYBODY PLAYS AN IMPORTANT ROLE...

Analysis, Assessment, and Risk Management

Marco Benitez

Director

Alexander Fals

Associate Director

Michelle Geli

Assistant

Website:

<http://facilities.fiu.edu/AARM/aarm.htm>